**Potential Structured Short List Interview Questions**

Structured video or phone interviews are intended to help prevent prematurely narrowing the list of interviewees. Conduct them with a group of 8-10 applicants who would bring a broad range of skills, experiences, and perspectives to the position. Below are sample questions to consider. For a 30-minute interview, it is recommended that committee’s stick with about 4-5 questions to allow ample time for the committee and candidate to introduce themselves and for the candidate to provide thoughtful answers. At the start of the interview, be sure to let the candidate know how much time is allotted for the interview and the number of questions so that they can pace themselves accordingly.

**General questions…**

1. What skills or characteristics do you have that you feel would be especially useful if you were the successful candidate for this position?
2. Describe your current research projects, any grant submissions, etc. How would your research background and prior experiences strengthen our department?
3. Describe your style of instruction. What do you think are the most significant characteristics of an effective instructor? What is your greatest strength as an instructor?  Your greatest weakness?
4. \_\_\_\_\_\_\_\_\_\_\_\_\_ [Percussion/Sociology/Business] is a very wide field. What do you consider your area(s) of expertise as well as your weakest areas?
5. What has been your previous experience with mentoring?
6. What are your expectations of the University and this position? What are some of the qualities you are looking for in a faculty position?
7. Do you have any additional information that you would like to share?
8. Do you have any questions for us?

**For perspectives on diversity, equity, and inclusion…**

1. Describe how you would contribute to a climate that attracts and supports students, faculty, and staff of all races, nationalities and genders.
2. Describe a work or community experience in which you worked with people from different backgrounds. What was most challenging about the experience? What was most rewarding?
3. The University of Nebraska at Omaha[[1]](#footnote-1) understands the link between diversity and excellence in education. Please provide examples of ways you have advanced diversity, equity and inclusion in your career, including what you most appreciated about those experiences and the challenges you faced.
	1. **Teaching:** Describe strategies (that you have used or considered) for creating an inclusive learning environment for your students? Provide us with examples of how you managed diversity in your classroom setting. Has diversity played a role in shaping your teaching and advising styles?

* 1. **Research/Service**: As a faculty member, have you done research in the area of diversity? Describe any experience you have had to advance diversity among graduate students. As a higher education professional, have you done any work in the area of diversity in the community?
	2. **General:** What do you see as the most challenging aspects of an increasingly diverse academic community? Follow-up question: What initiatives have you taken in your previous capacities to meet such challenges? What do you identify as the greatest opportunities achieved by increasing diversity, equity and inclusion in the academic community?
1. UNO[[2]](#footnote-2) is committed to building a culturally diverse environment. How would you further this goal? How have multicultural issues influenced and/or been a part of your teaching, research and outreach/service?
	1. *Teaching:* Describe strategies (that you’ve used or considered) for creating an inclusive learning environment for your students? Provide us with examples of how you managed diversity in your classroom setting? Has diversity played a role in shaping your teaching and advising styles?
	2. *Research/Service:* As a faculty member, have you done any research in the area of diversity? Describe any experience you’ve had to advance diversity among graduate students. As a higher education professional, have you done any work in the area of diversity in the community?
	3. *General:* What do you see as the most challenging aspects of an increasingly diverse academic community? Follow-up question: What initiatives have you taken in your previous capacities to meet such challenges?

The following are sample questions from the University of Washington[[3]](#footnote-3):

1. Describe some of the opportunities you have had to work in diverse, multicultural, and inclusive settings.
2. Describe your opportunities to conduct research with historically underrepresented or underserved communities.
3. Describe your opportunities to teach students from historically underrepresented backgrounds.
4. What is your approach to educating students about diversity? Follow-up question: Has your approach changed over time? If so, in what ways, and why? Second follow-up question: Given your teaching experiences, what is your current working definition for diversity? Has it changed over time? If so, in what ways, and why?
5. In your experience, what are the most challenging aspects of working in an increasingly diverse campus community? Follow-up question: What initiatives have you been involved in to meet these kinds of challenges?
6. What is your understanding of the relationship between diversity and excellence? Follow-up question: In your experience, what kinds of leadership efforts are most effective in encouraging a commitment to excellence through diversity?
7. How has your own identity affected your work with diverse faculty, staff, and students?
8. Describe your opportunities to work with non-traditional and first generation students. Follow-up question: What do you feel worked especially well in these experiences, and what was more challenging?
9. Describe an experience in which you responded to a colleague, staff member, or student who made an insensitive remark.
10. Describe how you would work to help create a campus environment that is welcoming and inclusive.

**For leadership positions…**

1. Tell us about a time when you had to make a difficult decision which you knew would make some employees unhappy, no matter what you decided. How did you handle this situation?
2. How would your employees describe your leadership and management style?
3. When evaluating an employee’s performance, what factors are most important to you?
4. How will you support faculty and staff development in the department and create a culture in which everyone’s aspirations are valued and encouraged?
5. What are some strategies or techniques you have used to motivate or engage faculty, staff, or students? Why is it important to the health of your institution to do so?
1. This set of diversity-related questions is adapted from the Office of the Executive Vice President and Provost, University of Iowa, *Faculty Search Committee Practices to Advance Equity,* see page.16 [↑](#footnote-ref-1)
2. This set of diversity-related questions is adapted from Roehling, M.V., & Granberry Russell, P. (Eds.) (2012). Faculty search toolkit: A resource for search commit- tees and administrators at Michigan State University (NSF ADVANCE Grant #0811205). East Lansing, MI: Michigan State University, see page 31. [↑](#footnote-ref-2)
3. This set of diversity-related questions is from the Office for Faculty Advancement, University of Washington, Sample Interview Questions that Highlight Issues of Diversity and Inclusion, <https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/48/2018/07/24025127/Sample-Interview-Questions.pdf>

 [↑](#footnote-ref-3)