**[Job Classification / Working Title]**

**Panel Interview Questions**

The interview Assessment Sheet is available here: [Link to Interview Assessment]

**DURING THE INTERVIEW**

* Please try to keep on time
* Allow for brief introductions, ~80% of the total allotted time for panel questions, and ~15% of the time for any questions they may have
* Feel free to ask follow-up questions, or to challenge candidates to respond in more detail
* Take copious notes so you can provide a thorough summary during your candidate assessment(s)
* While interviewing, please consider:
* Does the candidate possess the core aspects of what is needed to be successful in this position? If not, did you hear from the candidate a willingness to grow/learn?
* Of the skills that you are assessing, could the candidate do 80% of the work successfully starting Day 1?
* Will the way in which the candidate handles/manages/behaves/acts work well in getting the job done?

**REMINDERS FOR DEBRIEFING (**If possible, remain in the room or on the Zoom call to debrief; if not possible, debriefing via email or chat is also fine.)

* Focus on any information gaps you have in your notes that might help you assess the candidate
* Name your bias if it is affecting your view of the candidate so the team can ‘check’ you
* Check each other for making assumptions about candidates
* Focus on facts not feelings
* Every interviewer should complete their own assessment and refrain from sharing scoring in the debrief to avoid bias
* Review your notes thoroughly before entering information in the assessment document

**EXAMPLE**

**Group 1: Team Member 1, Team Member 2, Team Member 3**

**Competencies [Link to Competencies document]:**

1. Adaptability / Flexibility / Prioritization
2. Work Culture / Environment
3. Teamwork / Collaboration
4. Accountability / Ownership
5. BRIEF INTRODUCTIONS
6. TEAM MEMBER 1: Describe briefly the plan for the interview (ask 5-6 structured questions, leave time at the end for you to ask questions). Team Member 4 had the opportunity to learn a bit about you during your phone interview, but we would like to learn more about the person behind the resume and cover letter. Give us your two-minute bio.
7. TEAM MEMBER 2: Describe the system you currently use (or have used) for keeping track of multiple projects. How do you organize your time to ensure that you meet deadlines? (1)
8. TEAM MEMBER 3: Can you tell us about a time when you had to communicate under difficult or uncomfortable circumstances with a colleague? What made the situation difficult and how did you handle things? (2)
9. TEAM MEMBER 1: Tell us about a time when it was necessary to admit to others that you had made a mistake. How did you handle it? What steps did you take to mitigate a recurrence? (4)
10. TEAM MEMBER 2: Tell me about one of your favorite experiences working with a team and your contribution. (3)
11. TEAM MEMBER 3: Can you share an experience where a project dramatically shifted directions at the last minute? What did you do? (1)
12. ANYONE: Is there anything else that you would like us to know about you or your interest in this position? We’ve covered quite a few things, but have a little time left. Are there any questions that you have about working in the unit, the Office of Research, or the University?

**Group 2: Team Member 4, Team Member 5**

**Competencies:**

1. Data Analysis Work
2. Leadership / Growth Potential
3. BRIEF INTRODUCTIONS
4. TEAM MEMBER 4: How do you typically approach a new and/or complicated dataset to make sense of it? Possible follow-up: What are the best methods of data cleaning/preparation?
5. TEAM MEMBER 5: In what way does customer service play a role in your current work? What one thing do you do that sets you apart from everyone else that provides service in your current work environment?
6. TEAM MEMBER 4: What process do you step through to design and test new linkage across multiple datasets?
7. TEAM MEMBER 5: Recall a time when your manager was unavailable when a problem or critical question arose. How did you handle the situation? With whom did you consult?
8. TEAM MEMBER 4: Describe a time that you had to develop your skills or learn a new one. How do you ensure you stay current?
9. TEAM MEMBER 5: Tell us about a time you were working with data and got unexpected results. Describe the situation and what you learned from it.
10. TEAM MEMBER 4: What data visualization tools have you used for presentation purposes and how have you used them? How do you determine which tool is most appropriate when communicating your analysis to audiences?
11. TEAM MEMBER 5: Many of us work to improve our professional skill sets and our personal interactions with others as we grow in our careers. Looking back over the past 2-3 years, in what ways have you improved in those areas?
12. TEAM MEMBER 4: Other relevant questions + We’ve covered quite a few things, but have a little time left. Are there any questions that you have about working in the unit, the Office of Research, or the University?

**INTERVIEW ASSESSMENT SHEET:**

[Link to Interview Assessment]