

Interview Questions

Candidate Name:

Position:

Interviewer Name:

Date:

Interviewer Guidance

The following questions are provided to support a fair, consistent, and structured evaluation process. Each candidate must be asked the same core questions to ensure equity and comparability in the selection process. Interviewers should use these questions as a guide, allowing candidates the opportunity to elaborate on their knowledge, skills, and experience. Key observations and responses should be documented in the comments section, and each response should be rated according to the established scale. Additional questions may be asked, provided they are directly related to the essential functions of the position and do not include personal or non-job-related inquiries.

Interview Questions	Comments
What do you know about Kentucky State University, and why do you think you would be a good fit here?	
Can you tell me about your educational background or training and how it has prepared you for this role?	
Can you share an example of how you worked successfully as part of a team?	
Tell me about a time you took the initiative to solve a problem or improve a process without being asked.	
What technical or administrative skills (such as Microsoft Office, reporting, or managing paperwork) do you have?	
Based on what you've shared today, why should we consider you the best candidate for this position?	