

## Sample Interview Questions Based on Job Description

Plan the interview questions you will be asking with the key skills, words, and experiences you are seeking from the candidate. A sample set of interview questions, selected from the Interview Question Bank, for a Career Jack peer mentor is provided below as an example.

The job duties/responsibilities inform the qualifications. The qualifications inform the interview questions.

<b>Duties/Responsibilities</b> <i>Taken from Career Jack job description posted in Handshake.</i>	<b>Qualifications</b> <i>(TRANSFERABLE SKILL) required to be qualified for this job</i>	<b>Interview Questions Selected</b> <i>Selected from Interview Questions Bank, based on skill/qualification for job duty/responsibility.</i>
<ul style="list-style-type: none"> <li>Maintain the NAU online recruiting database through continual review and activation of pending profiles, contacts, and jobs</li> </ul>	Possess personal initiative and responsibility  (INITIATIVE)	<b>PROFESSIONALISM/WORK ETHIC Initiative</b> 1. Tell us about a time you took initiative to do something that needed to be done, even though it wasn't your responsibility. 2. Please tell us about a class you excelled in and the actions you took to be successful.
<ul style="list-style-type: none"> <li>Promote NAU Career Development through in-person interactions and social media campaigns</li> <li>Attend, participate in, and actively promote different career-related events on campus including career fairs, presentations, workshops, and help desks</li> </ul>	Proficient with both written and verbal communication  (ORAL/WRITTEN COMMUNICATIONS)	<b>ORAL/WRITTEN COMMUNICATIONS</b> 1. Describe the most significant piece of writing which you have had to complete. 2. Give us a recent example that best shows your ability to communicate effectively.
<ul style="list-style-type: none"> <li>Meet one-on-one with students to critique resumes, cover letters, and other application materials and assist them in their job search</li> <li>Attend, participate in, and actively promote different career-related events on campus including career fairs, presentations, workshops</li> </ul>	Able to communicate effectively in one-on-one and group environments  (ORAL/WRITTEN COMMUNICATIONS)	<b>ORAL/WRITTEN COMMUNICATIONS</b> 1. Give us an example of an organizational policy, and explain how you would communicate it. 2. Relate a time in which you had to use your verbal communication skills in order to get an important point across.
<ul style="list-style-type: none"> <li>Able to work a minimum of 10 hours per week in shifts of 2 hours plus each day; work hours will be predominately between 8AM-5PM, with the ability to assist with occasional night or weekend events</li> </ul>	Able to balance work and student responsibilities  (RESILIENCE/STRESS MANAGEMENT, ORGANIZATIONAL ABILITY)	<b>LEADERSHIP Resilience/Stress Management</b> 1. What are your strategies for coping with stress? Tell me about a stressful situation you have experienced and the steps that you took to overcome it. <b>Organizational Ability</b> 2. Give us an example of a time when you had too much to do. How did you organize and prioritize your work to meet deadlines?
<ul style="list-style-type: none"> <li>Maintain the NAU online recruiting database through continual review of pending profiles, contacts, jobs</li> </ul>	Experience in Microsoft Office Suite and social media platforms  (DIGITAL TECHNOLOGY)	<b>DIGITAL TECHNOLOGY</b> 1. Tell us about a time that you had to learn to use a new technology program.