



Bring your brilliance.

Candidate Name: _____ Interviewer Name: _____ Date: _____

Interview Question	Notes
1. Please tell us about yourself as it relates to your education and work experience?	
2. Which job-related skills have you acquired in your present or previous positions that make you competitive for this position?	
3. Can you share with us what you know about Atlanta Metropolitan State College? What interested you in this position at the institution?	
4. Have you ever recognized a problem before your supervisor or others in the organization? What was it and how did you handle it?	
5. What new ideas or suggestions have you come up with in your current or past positions?	



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6. How do you go about developing rapport (relationships) with individuals and other departments?	
7. What technology applications have you utilized? Will you share your experience and process of learning new technology?	
8. We've all had to work with people who may be deemed as difficult to get along with. Share an example of when this happened to you. What was the issue or concern? How did you handle the person? What was the result?	
9. Recount an occasion when you were able to connect individuals from different backgrounds or cultures in a unified organizational effort.	



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10. Tell me about a time when you had to say "no" to a customer because his or her request was against company policy.	
11. AMSC Core Values includes Excellence – Integrity – Leadership – Diversity and Civil Engagement, which of these values describes you as an employee and why?	
12. Do you have any questions for us?	