

Sample Interview Questions for MSP Level Positions

NOTE: Please include only questions which match the requirements of your position

INTRODUCTION:

- Committee introductions
- Refer to reference materials provided (job description, maps, org charts)
- Explain interview process (time for your questions at the end)

1. Describe your understanding of the major responsibilities of this position.
2. Describe one or two of the most important/significant accomplishments in your current job that relates to this position.
3. Describe some of the key issues and challenges you would expect to encounter from working in a large University department with management and unionized and non-unionized staff in multiple locations throughout the state.
4. Please describe your experience advising senior managers and making recommendations on organizational and staffing issues.
5. Please give us an example of a time when you have successfully swayed a manager to take a different approach or direction, what was your recommendation, and what was the outcome?
6. Please give us an example of when you made a recommendation that was not accepted, what was the recommendation, and how did you handle the situation?
7. Please describe your experience managing/coordinating organizational and space management issues, including the size and scope of the staff involved.
8. Please describe your supervisory experience including the number and level of employees, and how closely you interacted with them. What methods do you use to keep your staff in the loop?
9. Describe a situation where you had to deal with a contentious or difficult manager. How did you handle it, and what was the outcome?

10. Describe your experiences both managing a budget and overseeing others responsible for managing a budget. How complex are the accounts and funds that you have managed here at UC?
11. Please provide us with an example of a time when you developed an effective working relationship with an individual or group to achieve better results; what steps did you take, and what was the outcome?
12. Please describe your experience managing/negotiating classification & salary issues including reclassifications, start salaries, and promotional and equity increases.
13. Please give us an example of a time when you worked with a search committee, what level was the position, what role you played in the group, and what recommendations you made.
14. What levels of positions have you recruited for?
15. Describe the types of written communications you compose in your current position. Give some examples of the policies, procedures and written reports you have personally developed or worked with on a team.
16. Describe a situation in your current position where you had to work out an employee relations problem and make a recommendation(s) for action. What was the outcome?
17. Describe your familiarity with and role(s) in applying: a) senior management policies; b) non-represented staff personnel policies; and c) staff bargaining unit contract policies, at UC. Tell us about a time you had to implement a policy change or new legal requirement to your department. How did you present it in the context of their business needs? How was this received?
18. Describe your leadership and management style. What type of management style might the staff in this department expect from you on a daily basis?
19. Describe a situation where you were faced with working with someone whose ethics did not match your own. How did you handle it and what was the outcome?

20. Describe a work situation that demonstrates your interpersonal skills and behavioral style. How will you create positive working relationships with staff in your office and teamwork within your unit and other units within the Department?
21. Summarize your experience developing and presenting employee development opportunities to employees and/or managers.
22. Based on your understanding of this position, what types of challenges do you envision in this new position?
23. In summary, describe which qualifications and experience make you a strong candidate for this position? What are your major strengths?
24. What particularly interests you about this position?
25. Why are you leaving your current position?
26. Did you want to give additional professional references not listed on your application? (Or, I see that you did not include professional references on your application, can you please send them to me as soon as possible?)
27. Do you have any questions you would like to ask us?

CLOSING:

- Next steps for interview process; timeline
- If you were offered the position, when would you be available to start?