

Interviewing Protocol for The Missouri Mule/Carnegie Swing

In this round you will interview up to 8 different students. You can interview them in any order but a contestant should not observe the round until after they have competed.

Your job is to evaluate the general interviewing skills of each student. Since students can range from freshmen to seniors it is important to remember that **YOU ARE NOT EVALUATING THEIR SKILLS AND ABILITIES TO DO A SPECIFIC JOB** – but instead, you are evaluating how well they listen and respond to your interview questions.

There is a list of potential questions to ask the competitors in your round.

PRIOR TO THE START OF THE ROUND – you should select 3 to 5 questions to ask each student. Please, ask each student the same questions in the same order. During questioning you may decide to ask a follow-up or probing question or ask for clarification about an answer—that is completely fine as well. Each interview should last **6-8 minutes**. Please help us keep the tournament on time by sticking to this time limit.

You will evaluate each student on their own ballot. Be sure to give both descriptive and evaluative feedback.

Rank each contestant from 1-5 (you have more than 5 students in your round, so you'll have multiple students with a rank of 5.. Rate each competitor on a 1-25 point scale.

A student may bring a copy of their resume to the interview. You may accept it if you wish to and use it to help generate follow up questions.

GENERAL QUESTIONS

- Tell me about yourself
- Describe a weakness
- What are your long range goals?
- What is your greatest achievement?
- Where do you see yourself in 5 years?
- What are your greatest strengths?
- How do you work under pressure?
- What extracurricular offices have you held? What have you learned from this activity?
- How do you define success?
- What is your philosophy of life?

BEHAVIORAL INTERVIEW QUESTIONS

- Describe a time on any job you've held in which you were faced with problems or stresses that tested your coping skills. What did you do?
- What has been your experience in giving explanations or instructions to another person? Feel free to talk about your experiences in training, supervising or coaching others.
- Tell me about a time when you were able to build motivation in your co-workers or subordinates.
- Give me an example of an important goal you set in the past and tell me about your success in reaching it.
- Describe the most significant written document/report/presentation which you have had to complete.
- Give me an example of a time when you had to go above and beyond the call of duty in order to get a job done.
- Give me an example of a time when you had to carefully analyze another person or a situation in order to be effective in guiding your action or decision.
- Give me an example of a problem you faced on any job you have had and tell me how you went about solving it.
- Give me an example of a time in which you had to use your fact-finding skills to gain information for solving a problem, and tell me how you analyzed the information to come to a decision.
- Give me an example of a time when you had to sell your idea to a boss or other authority figure.

SITUATIONAL QUESTIONS

- You are working on a team project and one of your teammates is not co-operative. How do you resolve the conflict?
- A client/parent/boss tells you he or she is dissatisfied with the service you have provided. How would you respond?