

## Interview Question Guidelines

*Remember: permitted questions may be asked only if asked of all candidates*

<table>
<thead>
<tr>
<th>Category</th>
<th>Permitted</th>
<th>Prohibited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race/Color</td>
<td>None</td>
<td>Any inquiry which would indicate race or color</td>
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<tr>
<td>Sex</td>
<td>None</td>
<td>Any inquiry made of members of one sex, but not the other. Any inquiry concerning candidate’s height or weight</td>
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<tr>
<td>Gender/Sexual Orientation</td>
<td>None</td>
<td>Any inquiry which would indicate gender or sexual orientation</td>
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<tr>
<td>National Origin/Citizenship</td>
<td>What languages do you speak fluently? Do you currently have authorization to work in the US? Do you require employer sponsorship?</td>
<td>Any inquiry into name, citizenship, visa status, place of birth, place of birth of relatives, language used at home, address or duration of residence, national origin or ancestry</td>
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<tr>
<td>Religion</td>
<td>None</td>
<td>Any inquiry which would indicate or identify religious denomination or beliefs</td>
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<tr>
<td>Marital/Family Status</td>
<td>Have you ever worked under a different name?</td>
<td>Any inquiry or discussion about marital status, children, pregnancy, child care arrangements, family plans, maiden name</td>
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<tr>
<td>Military Service</td>
<td>Type of education and experience as it relates to the job</td>
<td>Any inquiry into type of discharge or request of military service records</td>
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<tr>
<td>Age</td>
<td>None</td>
<td>Any inquiry which may reveal applicant’s age, requiring birth certificate or proof of age</td>
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<tr>
<td>Disability</td>
<td>Can you perform all of the essential job functions with or without a reasonable accommodation? Contact EO Office for more information on handling accommodations</td>
<td>Any inquiry into current or past disability or illness, need for accommodations (unless requested by candidate), Worker’s Compensation claims or past on-the-job injuries</td>
</tr>
<tr>
<td>Photograph</td>
<td>None</td>
<td>A photograph should not be requested or obtained of any candidate</td>
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<tr>
<td>Convictions/Arrests</td>
<td>Inquiries into convictions of felonies related to qualifications of the job</td>
<td>Any inquiry relating to arrests, contact HRS for information on criminal background checks.</td>
</tr>
<tr>
<td>Genetic Information</td>
<td>None</td>
<td>Any inquiry which would indicate genetic information</td>
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</table>

**Examples of Questions You May Ask**

**Questions Related to Research, Articles/Publications and Funding:**
- Describe your current research and what opportunities you see for collaboration with current department faculty.
- How do you plan to support your research?
- Describe your research. What are you currently working on? What is your five-year plan?
- How do you plan to involve undergraduate students in your research?
- To what journals do you plan to submit your research?
- What are your plans for publishing?
- Describe your success securing external funding.
INTERVIEW QUESTION GUIDELINES

Questions Related to Teaching and Mentoring:

- Describe your teaching philosophy.
- What do you think are key components of successfully mentoring students?
- What innovative instructional methods do you employ in the classroom?
- Describe your experience with curriculum. Have you had the opportunity to develop new courses?
- Describe how you would teach an introductory survey course in your discipline (or an advanced seminar)?
- What courses would you like to teach?
- What course, not currently in our catalog, would you like to develop?
- What classes have you taught previously?
- How do you determine which textbooks to choose for a particular class?
- Describe how you typically structure your courses.
- How would you go about being an advocate and resource for the use of technology in the teaching and learning process?
- What courses have you created or proposed in the past five years?
- What do you think are the most important attributes of a good instructor?
- How do you define effective teaching?
- What do you think are your greatest strengths as an instructor? In which areas do you feel you can use some further development?
- How do you feel your teaching style can serve our students?
- How do you adjust your style to the less motivated or under-prepared student?

Questions Related to Service:

- What departmental and college committees have you served on?
- What student associations have you advised?

Questions Related to Past Jobs, Ability, Motivation and Self-Evaluation:

- Tell me about a time when you had to deal with a difficult person. How did you handle the situation?
- Tell me about a difficult situation when it was necessary for you to keep a positive attitude. How did you handle it?
- Give me a specific example of something you did that helped inspire enthusiasm in others.
- Give an example of a time when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle the situation?
- Describe a situation where you found yourself dealing with someone who did not like you. How did you handle it?
- In what professional development activities have you been involved over the past few years?
- What academic changes do you see on the horizon in your discipline?
- How would your background and experience strengthen this academic department?
- Why do you want to work here?
- What is the most important accomplishment, achievement or innovation you brought to your present (past) job?
- What has been your greatest work-related disappointment? How did you handle it?
- Has your work ever been criticized? If so, in what way? How did you improve?
- What experience, accomplishments, etc. do you hope to gain from working at UTEP?
- What outstanding qualities can you bring to this job?