



**GREENVILLE**  
UNIVERSITY

**Candidate Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Introductions and overview of position at Greenville University

**Recent Employer-**

Major Responsibilities- what does a typical day/week involve?

What are 2 most important accomplishments?

Any obstacles? How did you work around them?

**Teamwork-**

Talk about a time when you had to work closely with someone whose personality was very different from yours.

Give me an example of a time you faced a conflict while working on a team. How did you handle that?

Tell me about a time you were under a lot of pressure. What was going on, and how did you get through it?

Tell me about a time you failed. How did you deal with this situation?

Tell me about when you made a suggestion at work? What were the results?

As a University that believes in Christ centered education to transform the lives of our students, it is important for our Employees to also live and integrate their faith in their life and work. ***Tell us about your faith journey. How would you integrate faith and work here at Greenville University?***

***How would you rate your proficiency in various Microsoft Office programs, such as Excel, Word, Powerpoint, etc? (insert any other applicable technology)***

***Tell me about a time you were dissatisfied in your work. What could have been done to make it better?***

***What strengths do you have that we haven't talked about?***

**What questions do you have for me?**