

# SAMPLES – INTERVIEW/ASSESSMENT QUESTIONS

## **Develop Evaluation Criteria (EXAMPLES) (Search Committee)**

Prior to evaluating applicants and during the 1<sup>st</sup> search committee meeting, the search committee should agree on the criteria to be used to evaluate applicants. Without explicit criteria, evaluators tend to use criteria that support their favored applicants.

Define broad yet clear criteria around the following qualifications:

- Scholarly impact (avoid substituting journal impact factors for your actual evaluation of the impact of the work)
- Research productivity and potential for continued productivity
- Research funding and potential for research funding
- Ability and potential to attract and mentor graduate students
- Ability and potential to teach and supervise undergraduates
- Commitment to collaboration with colleagues
- Relationship to department strategic directions
- Potential to making a positive contribution to the department/Divisions goals/vision

## **ASSOCIATE DIRECTOR INTERVIEW QUESTIONS (EXAMPLES)**

1. Tell me about a time when you led or participated in a process to determine whether to add or expand a clinical service. What process was used to determine whether to add/expand? Whose input was sought in the decision-making? How was the outcome of the decision communicated to stakeholders?
2. What do you think are the top two clinical priorities for the GI/Hepatology Division? Pick one of these and describe your likely approach to addressing this issue.
3. Tell me about an effort where you had limited resources and had to prioritize who would get the resources they needed and who wouldn't. What was the situation? What resources were limited? How did you decide who would get resources and who wouldn't? What was the outcome?
4. Every leader experiences failure. Tell me about a time when you failed as a leader. How did you know that things did not go well? Where do you think you went wrong? In retrospect, would you do anything differently? Why or why not? What did you do after the failure?
5. How do you measure a job well done? In other words, what is success for you?
6. Tell me about a time your responsibilities got a little overwhelming. What did you do?
7. Tell me about a time you faced strong opposition. What steps did you take to create a unified way forward?

## **DIVISION DIRECTOR – SEARCH COMM QUESTIONS (EXAMPLES)**

**(Chair) Introductions, ask for a brief introduction.**

Why are you interested in this and why do you feel prepared for this role?

### **Shape a vision for the division's next phase of growth**

What experience do you have in creating an overall vision and setting a strategy for a department, division or group? How did you bring together varied constituencies to create and support that plan?

Please walk us through an example of how you led innovation in a program or area of practice. What was your goal? How did you generate buy-in? What was the outcome?

### **Enhance and Increase Research**

How have you built genuine scientific excellence in this era of declining federal funding and competition for the best researchers?

Give an example of sustaining a unit's research excellence while appropriately evolving its scope. How did you ensure both were done without compromise? How did you get buy in to the new direction?

Please describe some of the truly innovative research areas in your department that you have helped lead. What were the keys to getting these launched and what were the implications on existing areas of strength?

### **Continue to build and enhance the division's clinical work**

What role have you played in strengthening and growing the clinical enterprise at your division?

How have you helped your faculty succeed with ever increasing clinical workloads?

How have you partnered with other units to serve more patients?

### **Continue to foster collaboration within the Department of Medicine and with the University as a whole**

In your own research, what are the other units, departments, or schools/colleges that you partner with? What is the nature of these partnerships and the shared goals?

What roles do you play beyond your unit? Can you give an example of convening actors in other units and coalescing them around an initiative? What was the outcome?

What are your experiences in establishing partnerships between basic research and clinical and translational activities? Could you walk us through an example you've been involved in?

**Additional questions:**

What do you feel are the gaps in your experience for this position?

**What concerns do you have about the position?**

**Candidate – Any questions you have for the Search Committee?**

**SURVEY MONKEY/ASSESSMENT QUESTIONS - FACULTY – EXAMPLES**

Faculty Candidate: \_\_\_\_\_ Evaluator's Name: \_\_\_\_\_

1. What are the main areas of interest/ professional goals?  
 education                       clinical                       research                       service/ administration

What are the candidate "wants" vs "must haves"?

2. How does the candidate enhance \_\_\_\_\_ (Your Division) mission? (diversity, skills, special areas of interest)
- Education: skills, interests, curriculum development, UME/GME/CME/faculty development
  - Clinical: access, outpatient/ hospital medicine, MD/patient satisfaction, new clinical programs
  - Research: skills, interests, fellowship training, K/CDA/R awards, possibilities for independent funding
  - Service/administration: diversity, mentorship, wellness, communication, quality/safety, pop health

3. Potential for academic success? Who can mentor, coach, and sponsor her/him? What development opportunities might benefit her/him?

4. Would this candidate fit in \_\_\_\_\_ (Your Division) ? Any reservations?

5. What is your overall impression of this candidate for \_\_\_\_\_ (Your Division) , DOM, UAB, and HS?

6. Additional comments (professional attitude, training, communication skills, etc.)

## SURVEY MONKEY/ASSESSMENT QUESTIONS– SENIOR FACULTY LEADERSHIP

How would you rate this candidate's motivation and interest? 1-5

1. How would you rate this candidate's Leadership Skills? 1-5
2. How would you rate this candidate's Interpersonal Skills?
  - a. Active listener (All of these 1-5)
  - b. Open to Input
  - c. Inspirational/Motivational
  - d. Passion
  - e. Shrewdness
  - f. Communication and Articulation
  - g. Integrity and Trust
3. How would you rate this candidate's Emotional Competencies?
  - a. Confidence
  - b. Empathy
  - c. Optimistic
  - d. Ambiguity Tolerance
  - e. Energy
  - f. Humility/Self Awareness
  - g. Composure
4. How would you rate this candidate's Management Skills?
  - a. Conceptual Strategic
  - b. Analytical Information usage
  - c. Task Orientation/Attention to Detail
  - d. Decisiveness/Results Orientation
  - e. Subordinate Management & Development
  - f. Financial Management
5. Based on his/her experience, how would you rate this candidate's potential? 1-5
6. Does this candidate have the academic credentials and stature for his position?
  - a. Yes
  - b. No
7. How do you think this candidate fits with the needs of UAB?
  - a. Poor
  - b. Adequate
  - c. Favorable
8. What do you like best about this candidate?
9. What are your concerns about this candidate?
10. Should this candidate be given further consideration?
  - a. Yes
  - b. No