



The following pages are samples of interview questions used by past NODA Hosts. They have offered theses for sharing and to generate ideas. Please consider providing you final format, so we can continue to add to the Resource Center for Hosts. Simply send materials to Alice Johnson at widst013@umn.edu.

These materials are intended only for the use of NODA Hosts---
-Please do NOT share with potential candidates. We have tried to ensure all names have been removed, but have not removed institutional names. Please alert us if you come across a name of an individual.

Good luck and thank you for hosting a NODA Intern!

Coordinator Interviews

Name of Candidate: _____

Name of Interviewer: _____

Introduce interviewers, tell about position, OLeaders, Orientations

	Low					High		
Motivation for/understanding of position	1	2	3	4	5	N/A	Score _____	
<ul style="list-style-type: none">• What most excites you about this experience? What is least exciting for you?• What attracted you to SUU? How familiar are you with SUU? (Can clarify culture)• What 2-3 things are most important to you in a job? Why?								

	Low					High		
Student Affairs	1	2	3	4	5	N/A	Score _____	
<ul style="list-style-type: none">• Tell me about yourself – what are some of your interests in working with students and universities?• Describe your experiences working with first-year students.								

	Low					High		
Character	1	2	3	4	5	N/A	Score _____	
<ul style="list-style-type: none">• How do you promote diversity in your life?• What 3 things will I remember about you after this interview?• What unique qualities would we miss out on if we did not select you?• How do you spend your free time?								

	Low					High		
Ability to work w/others	1	2	3	4	5	N/A	Score _____	
<ul style="list-style-type: none">• Tell us about a time you've worked with someone who is very different than you.• As your staff, how would we know when you are getting stressed out? How do you manage stress?• How would you describe your working style?• What traits do you value in your staff?								

	Low					High		
Dedication/contribution	1	2	3	4	5	N/A	Score _____	
<ul style="list-style-type: none">• What assets can you bring to the Orientation team?• At the end of Orientation, what would the OLeaders and new students have achieved if you were to call the program a success?• What are your strengths? What areas do you think you need to work on? How might this internship help you with that?								

	Low					High		
Supervision Experience	1	2	3	4	5	N/A	Score _____	
<ul style="list-style-type: none">• Please describe your supervisory experience and supervision style.• Describe the type of relationship you would you like to have with the OLeaders.• How would you keep your staff motivated and up beat?• How would you help build a team atmosphere?• How would you handle conflict amongst the OL staff?								

2015 NSO NODA Intern – Round 2 Skype Interview Evaluation Form

Candidate Name: _____ Evaluator Initials: _____ Date/Time: _____

Grad program internship requirements? _____

After having some time to reflect after the phone interview, how do you see the NC State internships fitting into your professional goals?

When thinking about this position, what are you most excited about and what do you think will be the most challenging aspect of the experience?

Talk about a time when you have had to juggle multiple responsibilities. How did you organize and prioritize?

When you're coordinating an event or project, what do you think makes a planning process successful? Please give an example of how you've demonstrated this recently.

Tell us about a time you faced a challenge when collaborating in your work. How did you respond?

Give us an example of a time you took initiative or made a suggestion to improve a program or process in your current work. What was the result?

Previously we asked you how your students would describe you. What if we asked your current coworkers, for example any professional staff or other graduate assistants in your office?

Tell us about a time you received feedback and used it to improve the way you work.

Describe two skills or competencies that you would hope students would gain through their experience as an Orientation Leader.

Is there anything else you would like us to know about you as a candidate at this time?

Do you have any questions for us?

Qualification:	Observed Strengths:	Reviewer's Concerns:
Advising/supervising experience (Required)		
Student training experience		
Orientation or new student programs experience (Preferred)		
Event or program planning experience (Preferred)		
Demonstrated desire to learn and grow from internship experience		
Demonstrated understanding of student development and student/parent transition		
Ability to work independently and as part of a team		
Ability to work with and communicate effectively with diverse populations		
Excellent written and oral communication skills		
Ability to manage and prioritize multiple tasks		
Demonstrated flexibility and initiative		

Additional Notes:

Interview Rating:

Recommend (R)

Recommend with Reservations (RR) Do Not Recommend (DR)

2015 NSP NODA Intern – Round 1 Phone Interview Evaluation Form

Candidate Name: _____

Evaluator Initials: _____

Date/Time: _____

Availability: _____

Advising/Supervising Experience? _____

Tell us briefly about your background in student affairs and why you are interested in the NODA internship position at NC State.

Follow up (if needed): Can you please elaborate on what you hope to gain from this experience?

Which of your strengths and previous experiences do you think would be most valuable to our program?

In your opinion, how can an orientation program contribute to new student success?

A parent comes to you during Orientation concerned about the attention their student has received from their advisor during course registration. What variables would you take into consideration when responding to this situation?

Describe a project, interaction, or experience that demonstrates your commitment to diversity.

Describe your supervisory style and an example of how that has been demonstrated recently.

OR

Describe your advising style and how that would influence your role as a student staff supervisor.

How would your students describe you?

Describe a time when you faced a challenge when advising, supervising, or mentoring a student or group of students. How did you respond?

Tell us about a student training program you have developed or facilitated that was successful.

Do you have any questions for us?

Qualification:	Observed Strengths:	Reviewer's Concerns:
Advising/supervising experience (Required)		
Orientation or new student programs experience (Preferred)		
Event or program planning experience (Preferred)		
Student training experience		
Demonstrated desire to learn and grow from internship experience		
Demonstrated understanding of student development and student/parent transition.		
Ability to work independently and as part of a team		
Ability to work with and communicate effectively with diverse populations		
Excellent written and oral communication skills		
Ability to manage and prioritize multiple tasks		
Demonstrated flexibility and initiative		

Additional Notes:

Interview Rating:

Recommend (R)

Recommend with Reservations (RR)

Do Not Recommend (DR)

NODA Intern Interview Questions 2015

Name:

Interview Date/Time:

- 1) Why are you interested in the NODA Internship Program and working at SJSU?

- 2) In your opinion, what are the top 3 needs of first-year students? How do we address these needs in Frosh Orientation?

- 3) Tell us about a time when you were met with a challenge in a working or academic environment. What actions did you take to move through this challenge?

- 4) For this next question, we would like for you to rate the following skills. We ask that you rate each skill 1.Oppportunity for growth 2. Are Comfortable in this area 3. Experienced. Please rate your skill and provide a brief explanation of each skill (remind of time if needed): Our first skill to rate is:
 - Taking initiative
 - Working with a diverse student population
 - Being a liaison between student staff and Pro Staff
 - Acting as on-call staff in an overnight capacity
 - Giving accurate information regarding academic basics and University life
 - Customer service in an academic setting in regards to access and sensitivity to guests with needs

- 5) Is there anything else you would like us to know about your qualifications for this position?

- 6) Do you have any questions for us?

RECOMMENDATION FOR NODA INTERNSHIP

Recommend

Recommend with reservations

Do not recommend

Comments:

NODA Intern Interview

Candidate:

Interviewer:

1. Tell us about yourself and what attracted you to this specific internship?

1 2 3 4 5

2. Could you tell about your advising style? Advising vs. Supervising?

1 2 3 4 5

3. How do you educate students about diversity?

1 2 3 4 5

4. Tell us about a time when you held a peer or a student accountable?

1 2 3 4 5

5. LT Question:

1 2 3 4 5

Do Not Recommend_____

Recommend with Reservations_____

Recommend_____

Specific Notes:

NODA Intern – Interview Evaluation

Name of Candidate: _____

Name of Interviewer: _____

	Low					High	
Motivation for/understanding of position	1	2	3	4	5	N/A	Score _____
<ul style="list-style-type: none"> • What most excites you about the possibility of being a NODA Intern at FHSU? What is least exciting for you? 							

	Low					High	
Leadership Experience & Supervision	1	2	3	4	5	N/A	Score _____
<ul style="list-style-type: none"> • As a NODA Intern, you will be supervising a staff of paid Orientation Team members. What is the most important quality a supervisor should have? • Please describe what you're looking for in a supervisor. 							

	Low					High	
Communication & Time Management Skills	1	2	3	4	5	N/A	Score _____
<ul style="list-style-type: none"> • How do you motivate students? • How comfortable are you with handling conflict? Please give us an example. • Tell us about a time when you had too many things to do & were required to prioritize your tasks. 							

	Low					High	
Ability to work w/others	1	2	3	4	5	N/A	Score _____
<ul style="list-style-type: none"> • Tell us about an experience in working with diverse student populations. 							

	Low					High	
Dedication/contribution	1	2	3	4	5	N/A	Score _____
<ul style="list-style-type: none"> • What experience at your graduate/undergraduate institution caused you step outside your comfort zone? • As you look to a future in student affairs, tell us about how you see your career path in 5-10 years from now. 							

	Low					High	
Teamwork	1	2	3	4	5	N/A	Score _____
<ul style="list-style-type: none"> • These positions entail working as part of a team. What role do you typically play in a team? Can you give us an example of successful teamwork experience? 							

	Low					High	
Questions for Us	1	2	3	4	5	N/A	Score _____

Overall ability to serve as a NODA Intern:

Strengths:

Possible Concerns:

Overall Recommendation:

0	1	2	3	4	5	6	7	8	9	10	Total _____
Do not select			Challenge	Trainable		Recommend		Highly Recommend			

First Year Experience Programs Summer Intern

Individual Interview Questions

Candidate Name: _____ Position: _____

Interviewer: _____ Date: _____

The First Year Experience Programs Summer Intern will be responsible for assisting the Manager of First Year Experience Programs with the management and implementation of GUiDe Maps, Gonzaga University's First Six Weeks Program and New Student Orientation. They will work with the five-person student leader team, GUiDe Core, to provide theory and best practice research in the development of GUiDe Maps.

General Introduction and Familiarity with Institution

- Internship clarifications – not working directly with orientation, but extended orientation planning and development
- Institution/Area Information – Catholic, PWI, Four hours from Seattle
- Orientation Program Overview – 4 day weekend program prior to the beginning of classes

5 – Excellent	Answer was well developed, succinct and relevant to the question. Candidate surpassed expectations.
4 – Very Good	Answer was strong, and could have used further development or stronger examples. Candidate demonstrated a consistently better than average level of performance.
3 – Good	Answer was solid and could have been stronger. Some weaknesses may have been detectable, but no area of major concern.
2 – Weak	Answer strayed from the intent of the question; was not sufficiently developed. Major weaknesses detected.
1 – Poor	Answer was not relevant to the question and/or was not developed. Serious weaknesses were detected. The answer was inappropriate.

A. New Student Orientation and First-Year Programs Experience

_____ Describe your experiences working with first-year students.

_____ What is your most positive memory about your first semester at college?

_____ What, based on your experiences, are some of the more prevalent first-year student issues on most campuses today?

B. General Experience with Students in a Higher Education Setting

_____ Describe a situation in which you supervised student leaders. What approach did you use?

_____ How would you describe your relationship as a supervisor to the student leaders?

_____ Describe a time when you were charged with building a team atmosphere. What did you do to build morale?

_____ Share a time when you had to handle an issue among a student staff? What steps did you take? What was the outcome?

_____ Are you familiar with various student development theories? If so what theory (s) could you use to assist you in this internship?

C. Work Style

_____ What is your experience collaborating/consulting with colleagues on issues?

_____ What is your preferred working environment?

_____ What is your own personal type of working style?

_____ What traits do you value in your colleagues?

_____ How would you characterize your relationship with colleagues and other staff?

_____ Tell us about one difficult decision you've made in any of your positions and how you went about making that decision.

_____ Tell me about a time when you got stressed out. How did you reach that point & what did you do to address it?

_____ What are your future career goals? And how does this position fit with that?

E. Motivation

_____ Why are you interested in working at Gonzaga?

_____ What is your top priority for your professional development as a NODA intern?

_____ Of all of your previous higher ed experience, which was the most rewarding & why?

D. Candidate-specific questions based on résumé

Candidate-Specific Questions Based on Resume

Interview Totals

_____ First Year Experience Programs and New Student Orientation
_____ General Student Affairs Experience
_____ Work Style
_____ Motivation/Enthusiasm/Engagement
_____ Candidate-Specific Questions Based on Resume

_____ ***TOTAL***

Summary and Ending Interview

- A. Any final comments from candidate
- B. Questions of us
- C. Timeline
 - Contact references February 2 - 11
 - Will make offer on Wednesday, February 18

5. The NODA interns will live in the residence hall with both the transfer team and first-year team during training and the programs. Do you have any experience living with students you supervise? If so, what has that experience been like? What difficulties and/or rewards do you anticipate living with the student staff this summer?

6. Orientation's mission statement is that it "engages students in the JMU learning experience by preparing them to be active and authentic members of the university community." How do you display authenticity and how will you encourage our student staff to be authentic in their roles?

7. How do you feel this internship will challenge you?

8. After reviewing the position description I sent earlier, what questions do you have? Is there a specific project that is listed that you are excited about working on? Is there an experience that you are interested in receiving but is currently not a part of the position description?

9. What do you like to do in your free time?

10. What would you do if you won the lottery?

11. What other opportunities are you currently seeking for summer arrangements and what makes JMU's internship stand out amongst the others?

LOGISTICAL QUESTIONS:

12. Will you be able to provide your own transportation?

13. Comfortable and willing to work long hours (training & programming)?

14. During the summer, we have Friday afternoons off & work mornings

Questions for us:

Comments:

Recommend for hire_____

Recommend with reservations_____

Do not recommend_____



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EagleView
ORIENTATION

Candidate Name:

Evaluator Name:

1. What attracted you to the internship at Florida Gulf Coast University?
2. What led you in to the field of student affairs?
3. What do you feel is your greatest achievement thus far?
4. What is the purpose of Orientation and how does it fit into the larger University?
5. Please describe your communication style.
6. Describe your ideal relationship with your supervisor.
7. What do you feel professionalism means in the context of supervising undergraduate students?
8. How do you maintain appropriate boundaries with undergraduate students? What are these boundaries?

9. What does diversity mean to you and how do you value diversity?
10. You have been tasked with creating a brand new process for ensuring that students within particular special populations (such as athletes, honors, accelerated credit, etc...) get to their advising appointments on time – all starting at 2:00 pm on the second day of orientation. Without focusing on actually creating a process, can you walk us through the steps you would take in order to create a process like this?
11. It is the morning of Day 2 of the orientation program. Because some orientation leaders have been consistently late to reporting to the lobby to set up and facilitate the residence hall check out, your supervisor has asked you to move the meeting time from 7:30 am to 7:00 am. It is the first morning of the new meeting time. Some of the orientation leaders have not reported to the lobby. Some are there, but they are obviously frustrated. Some are frustrated that their co-workers are late...again. Others are frustrated that the meeting time is so early, and they feel they are wasting time. On top of the frustration of the OLs, the other intern is clearly very tired and frustrated as well. What steps do you take to resolve this complex situation?
12. Please talk about your experience with social media in higher education.
13. Are you available to move in on Monday, May 11 and work through Wednesday, July 29? If not, what date range are you available?



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Candidate Name:

Evaluator Name:

Round 2 Interview Questions

1. What are you looking to gain from this internship and how does it fit into your future career goals?
2. What challenges do you expect in this position?
3. What does student development mean to you?
4. Tell us about a risk you took and what you learned about yourself.
5. Describe a time when you faced a stressor at work. How did you handle situation and what did you learn from it?
6. This position requires late nights and lots of repetition. How do you plan to keep yourself balanced and energized?

