

STAFFING - RESEARCH TECHNOLOGIST I – HIRING MANGER INTERVIEW TEMPLATE

Applicant's Name:		
Interviewers:	Date:	Time:

1. Introduction to Interviewee

- Introduce yourself and role in department
- Provide applicant with a position description and your business card
- Describe how you see the ideal candidate making an impact in your department and daily tasks of position

2. As requested when your interview was scheduled, ask the candidate for

- a. A list of 5 references
 - i. 3 from former supervisors
 - ii. 2 from coworkers that have worked with an applicant in a project or program
- b. Reference list must include
 - i. Name
 - ii. Relationship
 - iii. Telephone number
 - iv. E-mail address
- c. Copies of performance evaluations for the past two years
- d. Work sample (anything the applicant has developed)

3. Veterans Preference (LB 588) documentation may be requested

1. Veteran with no disability	a. DD Form 214
2. Disabled Veteran	a. DD Form 214 b. Copy of US Department of Veterans Affairs demonstrating disability
3. Spouse of one hundred percent disabled veteran	a. DD Form 214 of veteran spouse b. Copy of US Department of Veterans Affairs demonstrating one hundred percent disability c. Proof of marriage valid under Nebraska State Law

4. Recommended Skill Tests after Hiring Manager Interview

- a. Microsoft Word – 2010 (if required skill)
- b. Microsoft Excel – 2010 (if required skill)
- c. Microsoft PowerPoint – 2010 (if required skill)
- d. Analytical Skills (if required skill)
- e. Data Entry (if required skill)
- f. Typing Test (if required skill)

HR Staffing is prepared to administer testing by providing a quiet environment with applicant assistance. All testing must be set up through the HR Staffing office.

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Work/Academic Experience

1. Why did you choose to apply for UNMC's Research Technologist I opening and tell me about how/why you decided on the curriculum of your academic pursuits?
 - a. How does the Research Technologist I position within my department relate to your academic and career goals?

Innovation: Search for a better way. Seek and implement ideas and approaches that can change the way the world discovers, teaches, and heals. Drive transformational change.

2. In your current position or academic studies, what have you done differently from others before you?
 - a. Did you receive any criticism?
 - b. If so, from whom and how did you react?
 - c. What was the final outcome and did you receive any feedback?

3. Tell me about a time when you had to analyze a high level of raw numerical data.
 - a. How did you research the needed information?
 - b. How did you document your findings?
 - c. What conclusions or hypotheses were drawn and how did you present your findings?

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4. Tell me about a time in which you worked with members of a team to develop new and creative ideas to solve a business or academic problem.
 - a. What was the assignment or task?
 - b. How were ideas generated and selected?
 - c. What was the final outcome

5. Provide an example of a new way you were able to apply existing knowledge to a problem, when at first you could not see a solution.
 - a. What was the situation or issue?
 - b. How did you connect to previous experience?
 - c. Did you need to implement the solution differently in this situation and what was the final outcome?

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Teamwork: Respect diversity and one another. Communicate effectively and listen well. Be approachable and courteous. There is no limit to what we can achieve when we work together.

6. Provide a recent example in which you were involved in a team decision.
 - a. What were your contributions?
 - b. How was feedback from others taken into consideration?
 - c. How was a group decision reached?
 - d. What were the next steps and final result?

7. Tell me about your best example of working collaboratively with others.
 - a. What was the situation and goal of the group?
 - b. What specifically was your role and what did you do to collaborate?
 - c. What makes this stand out as your best example?

8. Describe a time you worked with a group to determine project responsibilities.
 - a. What was the project?
 - b. What was your role?
 - c. Were there any difficulties determining responsibilities or completing the project?
 - d. How did you help overcome them and what was the final result?

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9. Interacting with others can be challenging at times. Have you ever had any difficulty getting along with peers, team members or others at work or school?
- a. What made the situation difficult?
 - b. How did you work through the situation?
 - c. What was the end result?
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10. Tell me about a manager/supervisor/professor who was the most difficult to work for.
- a. What made the situation difficult?
 - b. How did you adjust your work/behavior?
 - c. What was the overall outcome?

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Excellence: Strive for the highest standards of safety and quality in all that you do. Work to achieve exceptional results.

11. It's challenging to know how to prioritize projects/activities/responsibilities. Tell me about the last time you prioritized multiple tasks at one time.
- How did you prioritize the work?
 - What did you do to track other tasks?
12. Describe a time when you had to shift your priorities based on a new task that was a higher priority than others previously assigned.
- What was the new task, how was it communicated and why did it take precedence?
 - How did you keep track of other projects?
 - What steps were taken and what was the final outcome?

Accountability: Commit. Take Ownership. Be resilient, transparent, and honest. Always do the right thing and continuously learn.

13. Tell me about the last time you developed a plan for a project in which you were involved in.
- What was the project and your role?
 - What were the key components of the plan?
 - How did you develop and execute the plan?
 - Did you experience any issues and if so, how did you overcome?
 - What was the end result?

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14. What procedures have you used to keep track of items that need your attention?

- a. How did you develop this method?
- b. Provide an example of how you have used this in the past.

15. Things don't always happen the way we expect them to. Tell me about a time you faced the greatest difficulty and frustration because something did not work out as you anticipated.

- a. What was the situation and why was it so frustrating?
- b. How did you react?
- c. How was the situation resolved?

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16. Tell me about the most difficult and frustrating task that you had to complete.
- What was the task and made it challenging?
 - What did you do to overcome?
 - What was end result and knowledge gained?
17. What was the most difficult project that you had to complete within a short timeframe?
- What was the project and timeline involved?
 - What steps were involved to complete by the deadline?
 - How did you fit the tasks with other established priorities?
 - What challenges needed did you need to overcome and how did you work through them?
 - What was the overall outcome?
18. Tell me about a time you had to meet a scheduled deadline while work was continuously being disrupted.
- What was your main priority and source of disruption?
 - What was your response throughout the situation?
 - How did you maintain tasks on priority?
 - What was the final outcome?

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Courage: Make the tough decisions. Have no fear of failure in the pursuit of excellence. Admit mistakes and learn from them.

19. Tell me about a time you were faced with confilcting priorities.
 - a. In scheduling your time how did you determine what the top priority was?
 - b. How did you communicate which tasks would be placed on hold?

20. Describe the last time you had to make a difficult decision based on a lot of information but in a short amount of time.
 - a. What was the situation and information provided?
 - b. Was there any information gathering on your part?
 - c. How did you ensure you analyzed the problem correctly?
 - d. What solutions did you consider and what was the final outcome?

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Healing: Show the empathy you feel. Be selfless in caring for patients, one another and the community.

21. Tell me about a time where you were faced with several conflicting priorities but needed to take a stand to ensure that a customer's or coworker's needs were being met first.
- What were the circumstances, competing priorities and the customer's needs?
 - How did you take a stand and communicate?
 - What was the reaction of others involved?
 - What was the overall result?
 - What feedback, if any, did you receive from your work group and/or customer?

Position Section

Describe position, responsibilities and required schedule

- Can you perform the essential functions of the position?
☐ Yes
☐ No
- Can you work the required schedule for the position?
State the required schedule, eg) 8AM-5PM, Monday thru Friday
☐ Yes
☐ No
- What is your hourly rate requirement?

Summary Section

Thank the interviewee for time and interest. Describe next steps in interview/selection process:

- Top 2 candidates will be selected for final round of interview, which will include;
 - Testing ability in Microsoft excel and word, data entry, typing speed/accuracy, and 10 key data entry
- Hiring manager will conduct reference checking

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3. Once all information is gathered, a review with the applicant will be conducted. Top candidate will be offered the position.
4. Do you have any questions for me?

Nebraska Veterans Preference – Revised Statue 48-227

In accordance with Nebraska State Law, a veteran, disabled veteran, or a spouse of a veteran with a 100% permanent disability rating may claim the use of the State of Nebraska Veteran's Preference for employment opportunities (Revised Statue 48-227).

Revised Statue 48-227 requires:

For examinations (tests such as Word, Excel, etc.) or numerical evaluation scoring (such as scores in interviews or scores in other assessment used):

1. **Veteran or spouse of a veteran with a 100% permanent disability:** A veteran or a spouse of a veteran with a 100% permanent disability who obtains a passing score(s) on all parts or phases of an examination or numerical scoring: shall have 5% added to his/her passing score.
2. **Disabled Veteran:** A disabled veteran who obtains a passing score(s) on all parts or phases of an examination or numerical scoring: shall have an additional 5% added to his/her passing score.

Examples:

Status: Veteran or spouse of a veteran with a 100% permanent disability	Score/Points
Total Score on Interview Score	80
Veteran Status: 5% added to score	4
Final Score	84

Status: Disabled Veteran	Score/Points
Total Score on Interview Score	80
Veteran Status: 5% added to score	4
Disabled Veteran: 5% added to score	4
Final Score	88

When no examination or numerical scoring is used, the preference shall be given to the qualifying veteran or spouse with a 100% permanent disability if two or more equally qualified candidates are being considered for the position.

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Rating Key:	5 – Excellent	4 - Good	3 - Average	2 – Fair	1- Poor	
Work Experience	5	4	3	2	1	Comments
Technical Skills	5	4	3	2	1	Comments
Innovation	5	4	3	2	1	Comments
Teamwork	5	4	3	2	1	Comments
Excellence	5	4	3	2	1	Comments
Accountability	5	4	3	2	1	Comments
Courage	5	4	3	2	1	Comments
Healing	5	4	3	2	1	Comments
Total Points:						
Sub Total						
Veterans Preference (if applicable)						
Grand Total						

Interviewer Signature _____

Date: _____