

SAMPLE INTERVIEW QUESTIONS

General

What prompted you to apply for this job? What interested you the most about this position?

Tell me about your greatest achievement at work.

Tell me about a time when you had to overcome a major obstacle that stood in the way of you accomplishing a goal or commitment. How did you approach the situation?

What are the three most important attributes or skills that you believe you would bring to our company if we hired you?

Describe the work environment in which you will most effectively be able to contribute.

What are your professional goals?

What professional development activities have you been involved in over the past few years?

Technology

How would you go about being an advocate and resource for the use of technology in the teaching and learning process?

Can you give an example of a time you saw a business problem and applied new technology to solve it? What was the result?

How do you stay current with technology? What resources do you use?

In this job, what metrics do you think it would be important to monitor on a daily/weekly/monthly basis?

What is the key to a long term IT strategy?

How do you measure and communicate the ROI of information and technology investments?

Can you articulate your understanding of risk and how it applies to IT? Provide an example of how you applied this knowledge to mitigate risk?

Give an example of when you implemented a new or emerging technology. How did you manage the risks, and what was the outcome?

What are the key opportunities, challenges and problems facing this industry? What's your view of their impact on our business?

How reliant are you on technical advisors internally and externally, and how do you manage exposure?

Leadership

Have you ever faced unreasonable requests from other executives? How did you manage them?

How would you alter your leadership style if you're falling behind a deadline and your team members lack motivation?

What steps would you take to change a "this is how we've always done it" approach?

SAMPLE INTERVIEW QUESTIONS

Can you tell us about a project that you worked on that didn't succeed?

How do you balance the necessity of being technically current and still being business focused?
How do you see the allocation of your time spent?

What do you consider your core values? What type of culture do you thrive in?

How do you approach strategic workforce planning? Give us an example of how you applied strategic workforce planning to address business needs.

What do you look for when you're building or adding to a team?

What is the largest IT-related initiative for which you were responsible (for example, cost, elapsed time, scope or team size)?

How did you evaluate the success of the initiative, in terms of performance for cost, schedule and quality?

What percentage of business case benefits was actually achieved?

What is the most difficult decision you had to make as a leader?

Why was it difficult?

How did you address it, and what was the ultimate outcome?

Describe a situation in which you exhibited exceptional leadership capabilities. What did you do to make it successful? Describe specific actions and behaviors.

How do you lead your team of direct reports? Give an example of when you resolved a conflict among team members or improved their performance as a team. What approach did you take?

CIOs are often asked to be visionaries and to lead innovation and value delivery through the creative use of technology.

Give us an example of where you were a visionary or thought leader.

How did you influence the organisation to pursue new ideas?

What was the outcome of your efforts?

What lessons did you learn?

What would you have done differently?

Conflict Resolution

Describe the personal skills needed to deal with conflict between other people.

What are your strongest and your weakest colleagues like? How do you cope with so many different personalities?

Talk about a time when you felt that conflict or differences were a positive driving force in your organization. How did you handle the conflict to optimise its benefit?

Tell us about a time when you had to deal with a conflict within your team. What did you do to help resolve the situation?

SAMPLE INTERVIEW QUESTIONS

Describe a situation where conflict led to a negative outcome. How did you handle the situation and what did you learn from it?

What is the biggest conflict you have ever been involved in at work? How did you handle the situation? What did you learn?

Have you ever experienced a situation in which you had difficulties getting people to accept your ideas? What was your approach to handling these situations?

What practices do you implement during conflict situations and are they successful?

Communication

Tell us about a time when you used written communication to successfully influence someone?

How did you go about structuring your writing?

Demonstrate how you vary your communication approach according to the audience you're addressing.

Tell us about a situation where your communication skills made a difference to a situation.

Tell us about a situation when you failed to communicate appropriately.

Describe a situation where you had to explain something complex to a colleague or a client. What problems did you encounter and how did you deal with them?

How do you respond to negative feedback?

Have you ever had to make a decision without knowledge of all the necessary data?

What are the techniques that you use to clarify the meaning of unclear messages?

How do you maintain a positive discussion?

Supervisory Skills

What do you consider to be the role of a supervisor?

How would describe your management skills?

How do you motivate your employees?

What three factors improve teamwork and success?

If we were to ask your co-workers to comment about your leadership how would they respond? Who have you coached or mentored to achieve success?

Tell us about a time an employee made a significant mistake. What action did you take?

Tell me about a time you had to coach an employee, what were the results? Would you have done anything differently?

SAMPLE INTERVIEW QUESTIONS

Innovation

Tell us about a time when you persuaded senior management to make a significant capital investment.

How did you build the business case?

What obstacles did you have to address?

How did you overcome them?

Tell us about a time when you led a change initiative that impacted the organizational culture.

What were the issues that you were trying to resolve?

What challenges did you face? How did you address them?

What were the outcomes?

Describe a situation in which you came up with an innovative idea to solve a business problem.

What was the business problem to be solved?

What factors drove the need for an innovative solution?

How did you determine the best solution?

How did you work with both the business and IT to make trade-offs as needed?

What tangible benefits were achieved from implementing your solution?

What are three leadership competencies you possess? Please provide an example of when you have used these to provide effective leadership during a difficult time.