

**Search Committee
for
Administrative Officer / Academic Affairs**

Interview Questions:

Statement to be read to each candidate:

The search committee has 15 questions prepared for today's interview. You will have 45 minutes to respond. It will be up to you to budget your time accordingly. A short skills test will follow.

Rating instructions:

Rate the interviewee's responses based on how well they meet the criteria in the "Listen for." You will use a different sheet for your ratings. The numerical rating is not meant to produce a "score" in the normal sense of the word. It is meant to help you keep track of the strength of an answer as you form an overall opinion of the abilities of the candidates.

1. Do you have what it takes to be a leader of a group you work with? (If Yes) What are your strengths for leading a group?
2. Do you ever call meetings or get groups together? (If Yes) Tell me about a group you got together recently.
3. How do you feel when you do not have a plan or definite directions to follow?
4. Would you rather work in an environment that demands exactness and perfection OR one that is less formal?
5. Do you concentrate harder on what you want to get done than most other people? (If Yes) Please illustrate.
6. Would your friends say you are predictable? (If Yes) Why?
7. In certain situations, do you find yourself just naturally assuming the leadership role? (If Yes), Tell me about a situation where you have done this.
8. Tell me about a success you've had. (Wait for response, then ask) What do you believe to be the best explanation of why you were successful?
9. Have you ever orchestrated the completion of a project by coordinating people who had different skills? (If Yes) Please describe exactly how you orchestrated that project.
10. How do you feel when you are late to work or for an appointment?

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11. What percent of the time would you say you measure up to the standards you set for yourself?
12. How do you deal with tasks that require you to do manual or physical labor?
13. How do you feel about unfinished work?
14. Our desire is to be a model for the use of technology. To that end we expect to make the Academic Affairs Office as electronic as possible, and the Administrative Officer will be a key player in the project. How will you help us reach that goal?
15. Is there anything else you'd like to tell the committee to help them fully appreciate your abilities to perform this job? *The panel can also answer any questions, if you have any.*
How soon can you start, if offered this job?

Reviewed by:

Priscilla C. Johns

2/11/2010

EEO Representative

Date

8/2/10

PART II, AO ASSESSMENT SKILLS TEST

Do not forget to type in your name on all your submissions.

EMPLOYEE	HOURLY WAGE	HOURS WORKED	GROSS INCOME	INSURANCE DEDUCTION	NET INCOME
Doris Doe	\$15.25	7			
Joe Cruz	\$29.00	10			
Toni Smith	\$25.25	80			
Elaine Jones	\$12.27	80			
Barbara Cruz	\$10.72	12			
Total					

I. Table (5-10 minutes)

Based on the data given above, create an Excel spreadsheet as described below. Choose font size (12 point) and margin (1" all sides). Footer should have page number (justify center) and file name (justify right). **Save your file. Print your document (landscape and centered on page horizontally and vertically).**

Five individuals are employed at Happy, Incorporated.

- Columns should be ordered as follows:
 - Column A – First Name (left aligned)
 - Column B – Last Name (left aligned)
 - Column C – Hourly Wage (right aligned with dollar sign)
 - Column D – Hours Worked (centered)
 - Column E – Gross Income (right aligned with dollar sign)
 - Column F – Insurance Deduction is 8.5% of gross income (right aligned with dollar sign)
 - Column G – Net Income (right aligned with dollar sign)
- Insert formula to calculate gross and net income (i.e., less insurance deduction). For each individual, calculate gross and net income, columns E and G, respectively.
- Sort data by last name. Print columns A, B and G.
- Filter data by last name. Print columns A-G for individuals whose last name is "CRUZ".

II. Memo Writing (5-10 minutes)

Using Word, write a correctly-formatted memo to your prospective supervisor describing your strengths that you will bring to the job and to GCC. Include a paragraph or two of what specific areas need work and improvements in your life, particularly in your work skills. **Save file and print your document (portrait and centered on page horizontally and vertically).**

