

## Leadership Interview Questions

*This factor utilizes ND's existing Leadership Competencies and Mason's Cultural Competency Model below as the foundation for the questions.*

### University of Notre Dame Leadership Competencies

#### **People Leadership**

Able to communicate with and lead others. Develops others – is a people builder. Builds capability for the organization. Provides a clear vision that people want to work hard to achieve.

#### **Change Leader**

Recognizes the impact change has on individuals and the organization. Is able to effectively lead the change process.

#### **Organization Influence**

Uses influence to navigate the organization. Effectively adjusts approach based on the audience – has a clear understanding of how best to gain support.

#### **Global Perspective**

Is aware of the bigger world. Culturally savvy – able to work across borders in an effective manner. Recognizes the value diversity brings to an organization.

#### **Mission Sensitive**

Understands and advocates the Catholic Mission and recognizes how it informs all we do.

#### **Sound Judgment**

Evaluates options and weighs the benefits versus costs and consequences of taking action. Effectively handles situations that are not clear or have multiple perspectives. Demonstrates sound judgment and takes appropriate risks.

#### **Visionary**

Communicates a compelling and inspired vision that will move the organization forward in a positive manner. Able to assess new ideas and make connections to the organization.

#### **Emotional Intelligence**

Self-aware – recognizes own strengths, weaknesses and limits. Is able to manage these attributes effectively to maximize impact.

### Sample Leadership Questions

- ◆ Describe a time you took a leadership position when you did not have the title of a leader.
- ◆ How do you lead through change?
- ◆ How would you deliver bad news to your team?
- ◆ Tell me about a time when old solutions didn't work. What happened and how were you involved?
- ◆ Have you ever had difficulty getting others to accept your ideas? What was your approach? Did it work?
- ◆ Give an example of your ability to build motivation in your co-workers, classmates, or on a volunteer committee.
- ◆ What is the most critical feedback you have ever received?
- ◆ What is the toughest group you have had to get cooperation from? Describe how you handled it. What was the outcome?
- ◆ Tell me about a project you initiated. How did you communicate the project?
- ◆ What are 3 effective leadership qualities you think are important? How have you demonstrated these qualities in your past/current position?
- ◆ Have you ever been a member of a group where two of the members did not work well together? What did you do to get them to do so?
- ◆ What risks did you take in your present/previous job? Please describe in detail.
- ◆ Describe what steps/methods you have used to define/identify a vision for your unit/position.
- ◆ Tell me about a leader you worked with who you greatly respect. What are the characteristics of this person that make them effective and motivational as the leader of a team?
- ◆ Describe a leadership situation you would handle differently if you had it to do over again.
- ◆ Tell me about a time when you reached out for additional responsibility.
- ◆ Tell me about a time when you influenced the outcome of a project by taking a leadership role.
- ◆ Give me an example of when you involved others in making a decision.
- ◆ Tell me about a time when you were able to provide a co-worker with recognition for the work they performed. What did they do, and how did you recognize them?
- ◆ Tell me about a time when you anticipated the future and made changes to current responsibilities/operations to meet future needs.