

General Questions for Classification Interviews

The purpose of the position

- 1) What is the purpose of the position (you occupy)? Why does the position exist in the organization?
- 2) How does the work that you perform contribute to the mission of the University, Department, Unit program, and Functional Area?
- 3) What are the primary tasks that you spend most of your work time doing?
- 4) How have the responsibilities of the position changed (since appointed/last classified)?

Level and type of knowledge, skills, and abilities (KSA's) required to perform the work of the position

- 5) Describe the kind of knowledge, skills, and abilities that you utilize regularly in performing the work of the position.
- 6) How have your KSA's changed as a result of performing the work of the position?
- 7) Have you obtained additional job related education or training that you apply on the job?
- 8) Have additional educational or certification requirements of the position changed due to the requirements of outside agencies or changes in the methods of technology used?

The scope of decision making

- 9) Describe the level of responsibility you have for taking action. How would an error in your work be discovered and what could be the consequence?
- 10) Describe the kind of written guidance that is used in performing the work of the position. Describe any policies, procedures, and/or guidelines you have developed or modified.
- 11) Who do you consult with when making a decision? What do you do when this person or persons is/are unavailable?
- 12) How do you keep informed of changes in how the work is performed or how services are to be provided?

The level of independence and decision-making, level of supervision given and received, level of accountability for one's own work and that of others

- 13) How is work assigned to you? How do you know what is important and when to do it?
- 14) Describe the level of judgment that is used in performing the work and the outcomes for which you are accountable.
- 15) How is your work reviewed? Describe the kind of direction or oversight that you receive. Describe the kind of direction you provide to others.
- 16) How do you know what subordinate staff accomplishes? How would their failure to act adversely impact the work of the unit?

The level and nature of creativity and ingenuity required by the work

- 17) How do you know when to handle new problems that develop? Please describe how you would go about solving these problems.
- 18) Please describe a few situations that have arisen where you were required to develop solutions to unique problems.
- 19) Please describe any products you have created or changes in processes you have recommended or implemented.

The nature, level, and diversity of contacts involved in performing the work

- 20) What constituents (campus offices, outside organizations, position titles and names of individuals) do you work with in the course of completing the work of the position?
- 21) Describe the types of communication methods used (phone calls, standard written memoranda, letters, in-person meetings).