**About the Position**

What is your sense of the priorities for this position?

What are the biggest challenges the person in this position will face?

How will the success of the person in this position be measured?

What would a successful first year in the position look like? (alternatively you can ask the same question for the first 90 days or maybe 6 months)

How does the institution support professional development for employees? (might ask specifically about the opportunities in your role)

Any sense of salary range for the position?

**About the Ideal Candidate**

Would you share in one or two words the characteristics that you think the school is most interested in for person in this position?

What reputation do you believe the school would like the new person to have on campus? What will you do to work towards that reputation?

Are there any reservations you have about my fit for the position that I could try to address? (This is a great way to give yourself the chance to tackle any doubts they might have about you, as well as for you to consider whether those doubts might be reasonable and point to a bad fit.)

**About the Institution (and culture)**

How would you describe the culture here? What type of people tend to really thrive here, and what type don't do as well?

Describe a time you had a conflict with your supervisor and how you addressed it.

How is IT perceived on campus? (i.e. innovative or keeping the train on track)

How would you describe your management style? (for the boss)

What's the best thing that happened to you this week?

What does it feel like to become a member of your community?

What are some of the most significant issues facing the campus? (you might want to encourage them to answer both for IT and the campus as a whole)

What strategies does the school use to retain talented employees? What processes exist to deal with poor performers?

If high achievers have left the institution in the past, why?

What do you wish you had known earlier in your tenure at the institution?

What keeps you at the institution?

**About the Department**

How long did the previous person in the role hold the position? What has turnover in the role generally been like?

Why did the person in this position previously leave?

Thinking back to the person who you've seen do this job best, what made their performance so outstanding?

Are any of the staff I would be supervising unionized employees?

What is the balance between centralized and decentralized IT? How did the current balance develop?

**Logistics**

What would the next step be in the interview process, and what’s the timeline for that?

Are internal candidates being considered for the position?

**Other Things to Check**

For private, not-for-profit schools, look at the federal Form 990 at <http://guidestar.org> (gives you a sense of their resources and stability)