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Association of University Chief Security Officers Sample Interview Questions

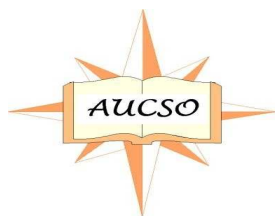
“If I was given six hours to chop down trees, I would spend the first four sharpening the axe.”
Abraham Lincoln

Welcome to the sample interview question page. This section contains examples of questions that we hope you may find of value when planning to interview security staff.

The author concedes that many of the questions are generic and may require personalisation to the appointment you are recruiting for.

Please note that all questions are should be used as a guide only. Use of the example questions does not guarantee to perfect interview!

1. Why have you applied for this position and what aspects of it particularly interest you?
2. What security experiences have you relevant to this vacancy?
3. What observations of a security nature would you note on a tour of duty?
4. What experience of intruder and fire alarm systems have you got?
5. Have you ever had to deal with conflict – either verbal or physical – and how do you deal with it?
6. What types of written report and other documents have you had to produce in the last few years?
7. What skills do you believe you hold to provide good customer service and why?
8. Please tell us about a situation where you have used your initiative to solve a problem.
9. How would you deal with a colleague who wasn't pulling their weight?
10. Why do you want this job?
11. What qualities do you think will be required for this job?
12. What can you contribute?
13. Why do you want to work for this company?
14. What do you know about this company?
15. What interests you about our service?
16. What can we offer that your previous company cannot offer?
17. Why should we employ you?
18. How long do you think it would be before you were making a significant contribution?
19. How ambitious are you?
20. What do you like and dislike about the job we are discussing?
21. What are you looking for in a new job?
22. What would you like to avoid in your next job?
23. You may be over qualified for this position?
24. Are you prepared to relocate?
25. Are you willing to travel?
26. How would you describe yourself?
27. How would others describe you?
28. Do you consider yourself successful?
29. What was your greatest success?
30. How did you achieve it?
31. What has been your biggest failure?
32. How could you improve yourself?
33. Are you a leader?
34. How do you handle criticism?
35. Do you work well with others? Or are you a loner?
36. Do you need other people around to stimulate you or are you self-motivated?
37. Are you accepted into a team quickly?
38. Can you act on your own initiative?
39. What motivates you?
40. What management style gets the best results out of you?
41. Are you competitive?
42. What do you dislike doing?
43. Do you feel you are ready to take on greater responsibilities?
44. Can you work under pressure?
45. Do you mind working for someone older than yourself? Younger than you? Of the opposite sex?
46. What interests do you have outside work?
47. Why did you choose a career in security?
48. Why are you changing careers?
49. What are your career goals?
50. How long have you been looking for a new job?
51. Do you prefer to work in a small, medium or large company?

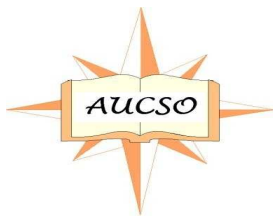


52. What would your ideal job be?
53. How often are you off sick?
54. What will your referees say about you?
55. What Is Your Present Boss Like?
56. What Do You Think This Job Entails?
57. What Do You Know about this Organisation?
58. What Made You Apply For This Job And Why Do You Want It?
59. How Long Would You Expect To Work For Our Organisation?
60. Where Do You See Yourself In Five Years Time?
61. What Type Of Books Or Publications Do You Like?
62. Give an example of a time when you had to make a decision quickly
63. Describe working with a team of people who didn't always see eye to eye
64. Describe a situation when you had to get a job done in spite of an unforeseen problem.
65. Describe an occasion when you had to persuade others to your point of view
66. Give an example of how you used your negotiating skills
67. Describe a time when you worked under pressure.
68. What is the Principle/Chairman's/Vice Chancellor's name?
69. What do you think of ... (the headline news of the day)?
70. What are the key things you are looking for in a job and why?
71. What attracted you to this job?
72. What are your career goals in the medium and long term? How do you intend to meet them?
73. How would you decide between two different job offers?
74. What are your main strengths and weaknesses; how would they affect your performance?
75. How would your friends describe you?
76. What have been your main achievements and why?
77. What has been your greatest disappointment? How did you respond to this?
78. What kind of situations do you find difficult to deal with?
79. What have you learned from work experience?
80. What achievements are you most proud of in your life?
81. What are your career aspirations for the future?
82. What are your key strengths?
83. What development needs do you have, and what steps have you taken to address these?
84. Why have you applied for this role?
85. What attracts you to our organisation?
86. Do you know who our major competitors are?
87. What do you see as the major challenges facing our organisation over the next five years?
88. Can you give me an example of when you've used your problem-solving skills?
89. Tell me about a time when you had to take a risk.
90. What would you say has been your greatest setback?
91. Have you ever had to work in a team with someone you didn't like or who wasn't doing their fair share?
92. There seems to be a time you haven't accounted for on your CV. What were you doing during that year?
93. What did you like best about working with your last boss?
94. If you were sent to a desert island, what would you take with you and why?
95. What makes a good employer?
96. What three things would your friends say about you?
97. What can you, above all of the other applicants, bring to this job?
98. What did you do with your time when you were out of work?
99. What's the toughest thing you have done professionally?
100. You may have to tell the occasional lie in this position, are you Okay with that?
101. Tell me something that makes you angry?
102. What question would you least like me to ask you?
103. Are you more creative or practical?
104. Describe the process you go through to make a decision?
105. How would you deal with a difficult person?

Practical Tasks

Security Officers

1. Watch a short video/DVD [usually one of the SIA Door Supervisor clips] and write a report on the scene they watched. This is a good assessment observation, recall, structured logical thinking and report writing skills.



Senior Security Officers

1. A staff appraisal type interview with a staff member who use to work industriously but has now become lazy.
2. The interview of a member of staff who has far too many days off sick and has been heard to say I am having Christmas off even off I have to take it sick [or similar]