

Investigations Director Interview Questions

1. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

2. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

3. Walk me through how you obtain and analyze information on suspects, crimes, or disturbances to solve cases, to identify criminal activity, or to gather information for court cases.

4. Describe methods you have found effective to observe and document activities of individuals to detect unlawful acts or to obtain evidence for cases, using binoculars and still or video cameras.

5. How are your writing skills when it comes to writing reports or case summaries to document investigations?

6. Share an experience you had in dealing with a difficult person and how you handled the situation.

7. Tell me how you organize, plan, and prioritize your work.

8. Would you consider analyzing data or information a strength? How so?

9. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

10. Provide an example when your ethics were tested.

11. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

12. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

13. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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14. Please share an experience in which you presented to a group. What was the situation and how did it go?

15. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

16. Name a time when your patience was tested. How did you keep your emotions in check?

17. What factors do you consider when searching computer databases, credit reports, public records, tax or legal filings, or other resources to locate persons or to compile information for investigations?

18. Share your approach to conduct background investigations of individuals, such as pre-employment checks, to obtain information about an individual's character, financial status or personal history.

19. Describe an experience when you had to question persons to obtain evidence for cases of divorce, child custody, or missing persons or information about individuals' character or financial status.

20. Tell me about the last time when you had to testify at hearings or court trials to present evidence.

21. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

22. Tell me how you alert appropriate personnel to suspects' locations.

23. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

24. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

25. What is the most challenging part of investigating companies' financial standings or locate funds stolen by embezzlers, using accounting skills?

26. Name a time when you performed undercover operations, such as evaluating the performance or honesty of employees by posing as customers or employees.

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27. Provide an example of when you were persistent in the face of obstacles.

28. Walk me through how you expose fraudulent insurance claims or stolen funds. Share an example.

29. Give me an example of when you thought outside of the box. How did it help your employer?

30. Name a time when your creativity or alternative thinking solved a problem in your workplace.

31. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

32. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

33. Provide a time when you dealt calmly and effectively with a high-stress situation.

34. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

35. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

36. What have you found to be the best way to confer with establishment officials, security departments, police, or postal officials to identify problems, provide information, or receive instructions?

37. Share an experience in which your willingness to lead or offer an opinion helped your company.

38. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

39. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

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40. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

41. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

42. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

43. Have you ever monitored industrial or commercial properties to enforce conformance to establishment rules and to protect people or property? Share an example.