

Organizational Development Specialist Interview Questions

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

2. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

3. Walk me through how you would develop interview techniques, rating scales, and psychological tests used to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.

4. Describe an experience when you advised management concerning personnel, managerial, and marketing policies and practices and their potential effects on organizational effectiveness and efficiency.

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

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

9. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

10. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

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

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

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

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

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

16. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

17. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

18. Share a time when you successfully used scientific rules or methods to solve a problem at work.

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

20. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

21. Provide an example when your ethics were tested.

22. 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.)

23. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

24. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

25. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

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26. Name a time when you developed and implemented employee selection and placement programs. Share an example.
27. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
28. What do you factors do you consider when analyzing job requirements and content to establish criteria for classification, selection, training, and other related personnel functions?
29. Share an experience in which your willingness to lead or offer an opinion helped your company.
30. Name a time when your patience was tested. How did you keep your emotions in check?
31. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
32. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
33. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
34. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
35. Provide a time when you dealt calmly and effectively with a high-stress situation.
36. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)
37. What have you found to be the best system when writing reports on research findings and implications to contribute to general knowledge and to suggest potential changes in organizational functioning?

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38. Tell me about the last time when you observed and interviewed workers to obtain information about the physical, mental, and educational requirements of jobs as well as information about aspects such as job satisfaction.

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

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

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

42. Describe methods you have found useful to study organizational effectiveness, productivity, and efficiency, including the nature of workplace supervision and leadership.

43. What kind of experience do you have formulating and implementing training programs, applying principles of learning and individual differences?

44. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

45. What is the most challenging part of conducting research studies of physical work environments, organizational structures, communication systems, group interactions, morale, and motivation to assess organizational functioning?

46. Tell me about the last time you counseled workers about job and career-related issues. Share an example.

47. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

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

49. Describe methods you have found successful when participating in mediation and dispute resolution.