| 1. Give me an example of when you thought outside of the box. How did it help your employer?  |
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| 2. Tell me about some of your most recent computer programming projects.  |
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| 3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 4. Tell me how you organize, plan, and prioritize your work.  |
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| 5. Share an experience when you applied new technology or information in your job. How did it help your company?  |
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| 6. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.                          |
|   |
| 7. Would you consider analyzing data or information a strength? How so?   |
|   |
| 8. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?                           |
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| 9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?                  |
|   |
| 10. Provide an example of a project you worked on that demonstrates your programming abilities. What was your role in the project?                        |
|   |
| 11. Share an experience you had in dealing with a difficult person and how you handled the situation.   |
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| 12. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.             |
|   |
| 13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?                                   |
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| 14. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?  |
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| 15. Share an experience in which you successfully identified an error and made appropriate changes.   |
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| 16. Share an experience in which your attention to detail and thoroughness had an impact on your last company.  |
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| 17. 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?  |
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| 18. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?  |
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| 19. Tell me about a computer program or software package you wrote to handle a specific job.  |
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| 20. Describe a trial run you conducted of a program or software application. How did you ensure that it produced desired information and that the instructions were correct?  |
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| 21. 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.) |
|   |
| 22. Describe a program you wrote using workflow chart and diagram. How did you apply your knowledge of computer capabilities, subject matter, and/or symbolic logic?  |
|   |
| 23. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?  |
|   |
| 24. 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.)   |
|   |
| 25. Share an experience in which you successfully increased the operating efficiency of a program or adapted a program to fit new requirements. What methods made you successful?   |

| 26. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and    |
|--|
| standards that were applicable to your area of responsibility?   |
|  |
| 27. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?            |
| (Make sure the candidate is flexible.)   |
|  |
| 28. Provide a time when you dealt calmly and effectively with a high-stress situation.                           |
|  |
| 29. Provide an example of when you were persistent in the face of obstacles.                                     |
|  |
| 30. Provide a time when consulting with other personnel helped you identify or solve a problem in a program.     |
|  |
| 31. Describe an effective method you have used to maintain and control the use of computer systems software.     |
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| 32. Share an experience in which your ability to consider the costs or benefits of a potential action helped you |
| choose the most appropriate action.  |
|  |
| 33. Tell me about a time when your ability to analyze needs and product requirements helped you create an        |
| effective design or make an informed decision to benefit your company.   |
|  |
| 34. Tell me about a time when you compiled and wrote documentation of a program development. What is             |
| one thing you would like to improve in your documentation?   |
|  |
| 35. Name a time when your creativity or alternative thinking solved a problem in your workplace.                 |
|  |
| 36. Tell me about a time when you developed your own way of doing things or were self-motivated to finish        |
| an important task.   |
|  |
| 37. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the       |
| candidate is dependable.)  |
|  |
| 38. Provide an example when your ethics were tested.   |

| 39. Share an experience in which your willingness to lead or offer an opinion helped your company.                                  |
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| 40. Name a time when your patience was tested. How did you keep your emotions in check?   |
|   |
| 41. Share an experience in which you prepared detailed workflow charts and successfully converted them into                         |
| a series of instructions coded in a computer language.  |
|   |
| 42. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges                       |
| and results?  |
|   |
| 43. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)                            |
|   |
| 44. Provide an experience in which you worked with a computer operator or system analyst to successfully                            |
| resolve a problem in running a computer program.  |
|   |
| 45. Provide a time when you assigned, coordinate, and reviewed the work of personnel. What methods made                             |
| you a successful director?  |
|   |
| 46. Share an effective method you have used to ensure that networks, workstations, central processing units,                        |
| and peripheral equipment respond to programs' instructions.   |
|   |
| 47. What are some long-range objectives that you developed in your last job? What did you do to achieve                             |
| them?   |
|   |
| 48. 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.  |
|   |
| 49. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem. |
| to respond to the problem.  |
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| 50. Please share an experience in which you presented to a group. What was the situation and how did it go?                         |
|   |
| 51. Provide an experience in which you were sensitive to somone's needs or feelings. How did your                                   |

| helpfulness affect your work environment?  |
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| 52. Share an experience in which your contribution to the development of instructions for end users benefited your company.  |
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| 53. Describe an experience in which you successfully trained subordinates in programming and program coding. What methods led to your success?                       |
|  |
| 54. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.  |
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| 55. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?                               |
|  |
| 56. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.   |
|  |
| 57. 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.) |
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| 58. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.   |
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| 59. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)                                 |
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| 60. 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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| 61. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?                                |
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