

## Project Coordinator Interview Questions

1. Describe your experience operating office machines.

2. What is the key to success when communicating with the public.

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

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

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

6. Tell me about a recent experience you've had working with your hands.

7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

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

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

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

11. Provide an experience in which you made adjustments to ensure optimal machine operation.

12. Share your experience setting up machines.

13. 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.)

14. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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15. Share an experience in which you've successfully learned how to handle a new piece of equipment?

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

17. Share an effective method you have used to maintain stock of supplies.

18. Share an experience in which you cleaned machines and performed minor repairs.

19. 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.)

20. Describe your experience operating auxiliary machines.

21. Share an experience when you applied new technology or information in your job. How did it help your company?

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

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

24. What is the state of your records of production? What is something you would like to improve?

25. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

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

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.)

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

29. Provide an experience in which you prepared and processed papers for use in scanning, microfilming, and microfiche.

30. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

31. Share an effective method you have used to clean and file master copies and/or plates.

32. 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?

33. Provide an example when your ethics were tested.

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

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

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

37. 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.

38. Describe an experience in which you successfully controlled the operation of a difficult system. What made you successful?

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

40. 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?

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

42. Describe your experience using heat units and clamping frames to form Braille impressions.

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

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

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

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

47. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

48. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

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

50. How do you stay fit in order to perform physical activities that are required in the workplace?

51. 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.)

52. What is the most challenging part of budgeting for you?

53. Describe a time when you successfully provided personal assistance to a coworker or patron.

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54. 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?

55. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.

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

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

58. Tell me about the last time you performed routine maintenance on equipment. How did you determine when and what type of work was needed?

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

60. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.

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

62. Describe a time when you successfully serviced, repaired, calibrated, or tested a device that operates mainly by electronic principles.

63. Tell me about a time when you successfully determined the cause of an operating error at your company and solved the problem.

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