

## Charge Attendant Interview Questions

1. Name a time when your patience was tested. How did you keep your emotions in check?
2. What is the state of your records of patient information? Name one thing you would like to improve.
3. Describe a time when you successfully provided personal assistance to a coworker or patron.
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
5. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
6. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
7. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
8. Provide a time when you dealt calmly and effectively with a high-stress situation.
9. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
10. 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.)
11. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
12. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
13. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

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

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

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

17. Share an experience in which you worked as part of a team. How did your participation benefit your company?

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

19. 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.)

20. Provide an experience in which you effectively assisted patients in bathing, dressing, and/or grooming.

21. Provide an example when your ethics were tested.

22. Describe your experience serving meals and assisting patients in eating.

23. Share an experience in which you successfully prevented a patient from being injured.

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

25. 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.

26. Share an experience in which you effectively supervised and encouraged patient participation in activities.

27. 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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28. Describe an experience in which you effectively performed nursing duties.

29. Provide an effective method you have used to aid patients in becoming accustomed to hospital routine.

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

31. 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.)

32. Share your experience accompanying patients to various activities.

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

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

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

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

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

38. Share your experience completing administrative tasks.

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

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

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41. Tell me about a recent experience you've had working with your hands.
42. 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?
43. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
44. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
45. 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?
46. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
47. Tell me how you organize, plan, and prioritize your work.
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. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
50. 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.)
51. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
52. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
53. Please share an experience in which you successfully taught a difficult principle or concept. How were you

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able to be successful?

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

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

56. 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?

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

58. 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.)

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

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

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

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

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

64. 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?