

Laboratory Director Interview Questions

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

2. Tell me about a project proposal you have prepared which you were happy with. How about one you were not as happy with?

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

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

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

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

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

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

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

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

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

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

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

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14. 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.

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

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

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

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

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

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

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

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

23. 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.

24. 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?

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

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26. 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.)

27. Share an experience in which a conference with others helped you effectively plan a project or provide technical assistance.

28. Provide an example when your ethics were tested.

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

30. 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?

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

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

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

34. Share an experience in which you successfully explained a difficult concept to a client. What methods did you use?

35. Describe a time you successfully directed research or production activities. What methods did you use to be effective?

36. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

37. Share an experience in which you successfully designed the successive phase of a problem analysis, solutions proposal, or a test. What methods made you successful?

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

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

40. 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.)

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

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

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

44. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

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

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

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

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

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

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50. Tell me about the last reports you prepared and reviewed.
51. Name a time when your creativity or alternative thinking solved a problem in your workplace.
52. Tell me about the research you are doing in your field of expertise.
53. Share an experience in which you successfully determined goals and made detailed plans to accomplish them. What methods made your goals and accomplishments a success?
54. Describe a time when you successfully hired, supervised, and evaluated a staff. What methods made you a successful supervisor?
55. 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.)
56. What is the key to a successful budget?
57. Share an experience in which you successfully recruited staff and helped them develop competence in a field.
58. Share an experience in which you effectively assisted the obtainment of a patent.
59. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
60. Tell me about a time when you implemented policies, standards, or procedures to ensure regulatory compliance or enhancement of work.
61. Describe a time when you successfully trained a staff for the implementation of innovative technology. What methods made you successful?
62. 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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63. 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.)

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

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

66. Tell me about the last budget you prepared and administered. How did you decide which expenditures to approve?

67. Share an experience in which you successfully presented a difficult concept at a professional meeting. Name a method which helped you succeed.

68. Share an experience in which you were able to generate a new design or modify a current design to better serve the needs of your customers.

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

70. 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?