

## Staff Analyst Interview Questions

1. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
2. How do you effectively ensure company compliance with federal and state laws?
3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
6. Tell me how you organize, plan, and prioritize your work.
7. Share an experience when you applied new technology or information in your job. How did it help your company?
8. Would you consider analyzing data or information a strength? How so?
9. 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?
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. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
13. Please share an experience in which you presented to a group. What was the situation and how did it go?

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

15. How do you identify and administer appropriate employee insurance, pension plans, and savings plans?

16. Provide an example when your ethics were tested.

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

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

19. Describe a time when you improved the communication methods of a company for selecting, promoting, compensating, evaluating, or training workers. What methods did you use to identify the need for improvement and implement your improvement?

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

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

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

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

24. Describe an occupational classification, job description, or salary scale you developed which you were pleased with. How about one you were not as happy with?

25. 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.

26. What have you found to be the best way to monitor the performance of your work and/or the work of

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others? Share a time when you had to take corrective action.

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

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

29. 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.)

30. Share an experience in which you successfully negotiated a collective agreement or mediated a labor dispute.

31. Provide a time when you resolved a difficult complaint about classification or salary.

32. 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.)

33. 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?

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

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

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

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

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

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39. Describe a report you prepared which accurately summarized job analysis, evaluation analysis, or compensation analysis information. What methods did you use to prepare the report?
40. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
41. Share an experience in which your recommendation for a change to an employee benefit, health, or safety practice produced good results.
42. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
43. 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.)
44. Provide a time when you dealt calmly and effectively with a high-stress situation.
45. Tell me about a job analysis instrument or material which you developed. How did you identify the need for it?
46. How do collect job, organizational, and occupational information?
47. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
48. How do you stay up-to-date on job and worker requirements, structural and functional relationships among jobs and occupations, and occupational trends?
49. What is the state of the records you maintain? What is one thing you would like to improve upon?
50. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
51. How do you accurately identify individuals' qualifications and advise staff of such?

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52. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
53. 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.)
54. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
55. Describe a time when you successfully developed, implemented, administered, or evaluated personnel or a labor relations program. What methods led to your success?
56. 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.)
57. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
58. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
59. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
60. What is the most challenging part of budgeting for you?
61. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
62. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
63. Share an experience in which you successfully developed curricula and materials for a training program or

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conducted a successful training. What methods made you successful?

64. 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?

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

66. Provide a time when your communication between business, industry, government, and/or union officials benefited your company.

67. Share an effective method you have used to promote use of the Department of Labor with employers.

68. Provide a time when you prepared research results for publication. What methods did you use?

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

70. How do you stay up-to-date on data related to immigration and occupations? Share an effective method you have used to provide local offices with this information.

71. Provide an effective method you have used to promote training programs.