

Clinical Statistics Manager Interview Questions

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

2. Describe an effective project-specific data management plan which you developed. What areas did it address?

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

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

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

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company.

14. 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.

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

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

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

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

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

20. Share an experience in which you resolved a difficult problem.

21. Describe an effective clinical database which you designed and/or validated.

22. Provide an example when your ethics were tested.

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

26. Share an experience in which your understanding of a current or upcoming problem helped your company

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to respond to the problem.

27. Share an effective method you have used to perform quality control audits and to ensure accuracy, completeness, and/or proper usage of clinical systems and data.

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

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

30. 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.)

31. Provide an effective method you have used to ensure compliance with standard operating procedures of work productivity and quality.

32. Share an experience in which conferring with end users helped you to define or implement an effective clinical system requirement.

33. Describe an experience in which you successfully supervised a staff. What methods made you successful?

34. 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?

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

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

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

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

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39. 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.)

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

41. Tell me about an instruction manual, operating procedures, or data capture guidelines which you wrote. What methods did you use?

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

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

44. Describe effective technical specifications for data management programming which you developed. How did you effectively communicate needs to staff?

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

46. Share an effective method you have used to track the flow of work forms.

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

48. Tell me about the progress reports, data analysis listings and activity reports, and performance reports you have prepared. What is one thing you would like to improve in your reports?

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

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

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51. Describe an experience in which you analyzed clinical data using appropriate statistical tools.

52. Share an experience in which you successfully trained a staff on technical procedures or software program usage. What techniques led to your success?

53. Share an experience in which you suggested an effective revision to a process which increased productivity or efficiency. How did you identify the need for improvement?

54. Tell me about some of your most recent computer programming projects.

55. Provide an example of a project you worked on that demonstrates your programming abilities. What was your role in the project?

56. Provide an experience in which you provided support to a functional area or department.

57. Share an experience in which your contribution to the compilation, organization, or production of documentation benefited your company.

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

59. 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.)

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

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

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

63. Provide an experience in which you were sensitive to someone's needs or feelings. How did your

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helpfulness affect your work environment?

64. How do you maintain awareness of current database technology and the best practices? Share an experience.

65. 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.)

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

67. 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.

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

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

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

71. What factors do you consider when developing software programs for specific scenarios? Provide an experience in which you were successful.