| 1. Share an experience in which you successfully coordinated with others. How about a coordination effort |
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| that was not as successful? |
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| 2. Share an experience in which you trained workers in preparation, service, sanitation, and/or safety |
| procedures. What methods made you successful? |
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| 3. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 4. 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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| 5. Tell me about a recent experience you've had working with your hands. |
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| 6. Provide an example of when you set expectations and monitored the performance of subordinates. What |
| guidance and direction did you find most effective? |
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| 7. Tell me how you organize, plan, and prioritize your work. |
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| 8. Share an example of a time you had to gather information from multiple sources. How did you determine |
| which information was relevant? |
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| 9. 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. |
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| 10. What is the key to success when communicating with the public. |
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| 11. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was |
| the impact? |
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| 12. Provide an example of a time when you successfully organized a diverse group of people to accomplish a |
| task. |
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| 13. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 14. Provide an experience in which your ability to actively find ways to help people improved your company |
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| or your own work ethic. |
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| 15. What is the most challenging part of budgeting for you? |
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| 16. Provide a time when you dealt calmly and effectively with a high-stress situation. |
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| 17. 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.) |
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| 18. 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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| 19. Name a time when your patience was tested. How did you keep your emotions in check? |
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| 20. Provide an experience in which you were sensitive to somone's needs or feelings. How did your |
| helpfulness affect your work environment? |
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| 21. Share an experience in which your willingness to lead or offer an opinion helped your company. |
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| 22. Share an effective method you have used to supervise area cleaning activities. Provide an experience. |
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| 23. Describe your experience performing financial activities. |
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| 24. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
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| 25. 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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| 26. Provide an experience in which you estimated the ingredients and supplies required to prepare a recipe. |
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| 27. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, |
| develop, and direct the worker(s)? |

| 28. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person. |
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| 29. Provide an example when your ethics were tested. |
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| 30. Tell me about a difficult customer complaint which you resolved. |
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| 31. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them. |
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| 32. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 33. Share an experience in which you used a master menu to accurately predict staff, equipment, and supply requirements. |
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| 34. Provide an effective method you have used to ensure that workers and work procedures meet quality standards and service. |
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| 35. Share an experience in which you purchased supplies or equipment which helped you to more effectively ensure quality and timely delivery of services. |
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| 36. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 37. Provide an effective method you have used to ensure that supplies, equipment, and work areas conform to standards and facilitate efficient service. |
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| 38. 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.) |
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| 39. Provide an experience in which collaborating with other personnel helped you to be more effective in your |

| work. |
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| 40. Describe an experience in which you successfully supervised, hired, trained, etc. employees. What methods made you successful? |
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| 41. Tell me about a procedure you established which solved an operational problem, e.g. wastage. |
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| 42. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 43. Describe your experience performing food preparation and serving duties. |
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| 44. Tell me about a recommendation you made which improved work procedures, worker performace, increased service quality, or enhanced job safety. |
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| 45. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 46. Share an experience in which you planned special menus for patients with specific nutritional needs. |
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| 47. Share an effective method you have used to ensure that equipment is properly maintained. |
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| 48. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful? |
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| 49. 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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| 50. Provide an effective method you have used to develop departmental objectives, budgets, policies, procedures, and strategies. Share an experience. |
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| 51. 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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| 52. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
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| 53. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.) |
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| 54. What factors do you consider when evaluating new products? Provide an experience. |
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| 55. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action. |
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| 56. 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.) |
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| 57. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
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| 58. 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.) |
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| 59. How do you stay fit in order to perform physical activities that are required in the workplace? |
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| 60. Provide an example of when you were persistent in the face of obstacles. |
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| 61. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 62. 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? |
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| 63. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem. |
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| 64. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 65. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and |
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| standards that were applicable to your area of responsibility? |
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| 66. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 67. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 68. 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? |
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| 69. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you |
| identify a problem or the cause of a problem. |
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| 70. Share an experience in which you conducted a test of a product, service, or process and successfully |
| improved the quality or performance. |
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| 71. What is the key to a successful budget? |
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