| 1. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 2. Share an experience in which your monitoring of prisoners helped you to prevent escape or violence. |
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| 3. Describe a time when you successfully provided personal assistance to a coworker or patron. |
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| 4. 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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| 5. How do you stay fit in order to perform physical activities that are required in the workplace? |
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| 6. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 7. 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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| 8. 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? |
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| 9. Tell me about the last time you monitored or reviewed information and detected a problem. How did you |
| respond? |
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| 10. 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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| 11. Provide an example when you were able to prevent a problem because you foresaw the reaction of another |
| person. |
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| 12. 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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| 13. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you |
| identify a problem or the cause of a problem. |

| 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. |
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| 15. Provide a time when you dealt calmly and effectively with a high-stress situation. |
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| 16. Name a time when your patience was tested. How did you keep your emotions in check? |
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| 17. Describe a time when located and/or recaptured an escapee. |
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| 18. Provide an effective method you have used to ensure security of correctional facilities. How do you ensure that locks, window bars, grills, doors, gates, etc. are in good condition? |
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| 19. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 20. Provide an example when your ethics were tested. |
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| 21. What is the state of your logs of prisoner activities? What is one thing you would like to improve? |
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| 22. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 23. 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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| 24. Provide an experience in which you used a weapon, handcuffs, and/or physical force to maintain discipline and order. |
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| 25. Describe your experience searching prisoners, vehicles, and cells. |
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| 26. 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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| 27. Share your experience screening visitors. |
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| 28. What is the key to success when communicating with the public. |
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| 29. Tell me how you organize, plan, and prioritize your work. |
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| 30. Describe your experience maintaining prisoner records. |
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| 31. Provide an experience in which you settled a difficult dispute between inmates. |
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| 32. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 33. Provide an experience in which you supervised other correctional service officers or another staff. What methods made you successful? |
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| 34. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 35. 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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| 36. Provide an example of when you were persistent in the face of obstacles. |
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| 37. Share an experience in which you effectively took a prisoner into custody and escorted him to a location outside of the facility. |
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| 38. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. |
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| 39. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 40. Share an experience in which your willingness to lead or offer an opinion helped your company. |

| 41. 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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| 42. 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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| 43. 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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| 44. Provide an experience in which you successfully counseled an inmate with a difficult concern or problem. |
| 45. 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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| 46. 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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| 47. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
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| 48. Provide an experience in which you effectively investigated a crime in an institution. |
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| 49. Share an effective method you have used to assign duties to inmates and instruct them as needed. Share an experience. |
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| 50. Share an experience in which you effectively arranged schedules. |
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| 51. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
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| 52. Describe an experience in which your ability to work well with others and reconcile differences helped |

| 53. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 54. Tell me about an effective inmate recreational activity which you sponsored. |
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| 55. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges |
| and results? |
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| 56. 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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| 57. 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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| 58. 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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| 59. 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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| 60. 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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| 61. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 62. 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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| 63. Tell me about a recent experience you've had working with your hands. |
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| 64. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 65. Would you consider analyzing data or information a strength? How so? |

| 66. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a |
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| solution. How did the solution benefit your employer? |
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| 67. 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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| 68. 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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| 69. Name a time when your advice to management led to an improvement in your company or otherwise |
| helped your employer. |
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| 70. 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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| 71. Tell me about your qualifications for and your experience handling vehicles and/or mechanized |
| equpiment. |
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