

Administrator Interview Questions

1. 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.

2. Share an experience in which you successfully assisted a teacher in solving a difficult problem with a student's progress.

3. What is the key to success when communicating with the public.

4. Describe a time when you successfully provided personal assistance to a coworker or patron.

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

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

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

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

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

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

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

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

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

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

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

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

18. Provide an example when your ethics were tested.

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

20. 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?

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

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

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

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

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. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
27. Name a time when your patience was tested. How did you keep your emotions in check?
28. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
29. Share an experience in which your willingness to lead or offer an opinion helped your company.
30. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
31. Share an experience when you applied new technology or information in your job. How did it help your company?
32. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
33. Describe a time when your conference with parents or staff helped to solve problem with educational policies, a student's behavior, or a similar problem.
34. 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.)
35. 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.)
36. Provide an experience in which you successfully accomplished an educational goal by establishing a policy, procedure, or program
37. 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.)
38. Share a time when you willingly took on additional responsibilities or challenges. How did you

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successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

39. What is the state of the records and/or reports that you currently maintain? How would you like to improve upon your record-keeping skills?

40. Tell me about a time when you were able to improve an instructional method or the content of an educational program. How did you increase the effectiveness of the program/method?

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

42. 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?

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

44. Share an experience in which you successfully recruited, hired, trained, and/or evaluated a staff. What made you successful in these duties?

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

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

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

48. 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.)

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

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50. Tell me about your last experience allocating funds. How did you decide which expenses were most important?
51. Describe your last experience working directly with children. What methods do you used to effectively teach children?
52. What is the most challenging part of budgeting for you?
53. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
54. Share an experience in which you successfully modified a program to make it more efficient or effective.
55. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
56. Share an experience in which you successfully developed a procedure to increase or ensure the safety or security of a facility.
57. Give me an example of when you thought outside of the box. How did it help your employer?
58. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
59. Describe a method you have found effective at soliciting program funding.
60. Tell me about the methods you use to forecast enrollment patterns and needs for curriculum changes.
61. Describe a recent publication which you wrote. What methods have you found effective to use in writing articles, manuals, and other publications?
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. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

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

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

66. Share an experience in which you successfully organized and directed a committee providing assistance for a program. What made you a successful director?

67. What methods do you find effective when informing businesses, communities, and governmental agencies about educational needs and available programs?

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

69. How do you stay fit in order to perform physical activities that are required in the workplace?

70. Tell me about a recent experience you've had working with your hands.

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

72. What is the key to a successful budget?