

Contracts Administrator 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. Tell me about your last experience preparing purchase orders, soliciting bid proposals, and/or reviewing requisitions for goods/services.

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

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

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

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

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

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

13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was

Contracts Administrator Interview Questions

the impact?

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

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

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

17. What is the key to a successful budget?

18. 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.

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

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

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

22. Provide an example when your ethics were tested.

23. 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?

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

26. 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?

Contracts Administrator Interview Questions

27. 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.)

28. Describe methods you use to examine and learn about products, services, and prices.

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

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

31. Share an experience in which your careful research and evaluation of a supplier benefited your company. What factors do you consider when evaluating suppliers?

32. Share an experience in which networking with people has helped you in your work. Share an effective method you have used to network.

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

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

35. 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.)

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

37. 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.)

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

Contracts Administrator Interview Questions

person.

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

40. Share an experience in which conferring with staff, users, or vendors helped you determine the best corrective action for a defective or unacceptable product/service.

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

42. Share an effective method you have used to ensure compliance with contractual obligations.

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

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

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

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

47. Describe the current state of records you maintain. What is one thing you are trying to improve?

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

49. What factors do you consider in order to determine reasonable prices?

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

51. Describe the methods you have found most effective in locating necessary goods and services.

Contracts Administrator Interview Questions

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

53. What is your secret to purchasing high-quality merchandise at low prices?

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

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

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

57. Tell me about the last policies or procedures you formulated.

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

59. Tell me about the last staff which you hired, trained, and/or supervised. What led to your success as a trainer and/or supervisor?

60. Tell me about the last time you wrote and reviewed product specifications.

61. Tell me about the last strategic purchasing program which you developed to facilitate employee access to supplies. What methods did you use to develop the program?

62. Tell me about a negotiation you made which you were happy with. How about one you were unhappy with?

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

64. Share an experience in which personal connections to coworkers or others helped you to be successful in

Contracts Administrator Interview Questions

your work. (Make sure candidate works well with others.)

65. Share an experience in which you resolved a difficult problem related to shipment of goods. How do you effectively monitor shipments?

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

67. 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.)

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

69. Provide an effective method you use to monitor changes affecting supply and demand. Share an experience.

70. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

71. 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.

72. 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?