

## Program Administrator Interview Questions

1. 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.)

2. Tell me about a successful teacher training program or conference which you planned and/or conducted.

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

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?

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

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

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

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

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

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

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

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

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

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company?

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

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

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

17. 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?

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

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

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

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

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

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

24. 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.

25. 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.

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

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

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

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

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

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

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

33. 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.)

34. 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?

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

36. 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?

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

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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.)

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

40. Provide an example when your ethics were tested.

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

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

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

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

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.)

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

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

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

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

50. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate,

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develop, and direct the worker(s)?

51. 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.)

52. Share an experience in which you effectively helped a teacher improve his/her teaching skills.

53. What factors do you consider when evaluating curricula, instructional methods, and materials? Share an experience.

54. Provide an experience in which conferring with members of an educational committee or an advisory group helped you in your work.

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

56. Share an experience in which you successfully advised a student on a difficult problem or taught a student a difficult concept.

57. Provide an effective method you have used to advise staff on curriculum development, use of materials or equipment, or implementation of programs and procedures.

58. Tell me about a workshop, committee, or conference you conducted which successfully promoted the welfare of students.

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

60. Provide an experience in which you organized the production and/or design of curriculum materials. What made the materials a success?

61. What factors do you consider when selecting instructional materials and equipment? How do you ensure that materials meet student educational needs?

62. Share an effective method you have used to interpret and enforce provisions of state education codes, and

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rules and regulations of state education boards.

63. Tell me about a test, questionnaire, or procedure you developed which accurately measured the effectiveness of curricula.

64. Share an experience in which you assisted in the preparation of grant proposals, budgets, and/or program policies and goals.

65. Provide an effective method you have used to elicit public support of programs. Share an experience.

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

67. Describe an effective instructional material which you developed. How about one which was not as effective?

68. Share an effective method you have used to update educational programs and to ensure that students are being trained with equipment and processes that are technologically current.

69. Provide an experience in which you prepared a manual, guidelines, or reports on state educational policies and practices.

70. Share an effective method you have used to identify the need for repairs on instructional equipment.

71. Tell me about an effective classroom-based training course which you developed. How about a distance learning training course?

72. Share an experience in which you coordinated the activities of workers. What methods led to your success?

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