

## Communications Department Head Interview Questions

1. Tell me how you organize, plan, and prioritize your work.
2. Share an experience in which you successfully prepared and/or delivered a lecture to students. What methods made you successful?
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. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
7. Share an experience you had in dealing with a difficult person and how you handled the situation.
8. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
9. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
10. Share an experience when you applied new technology or information in your job. How did it help your company?
11. Give me an example of when you thought outside of the box. How did it help your employer?
12. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
13. Would you consider analyzing data or information a strength? How so?

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14. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
15. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
16. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
17. 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.)
18. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
19. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
20. Please share an experience in which you presented to a group. What was the situation and how did it go?
21. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
22. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
23. 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.
24. 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.)
25. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the

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candidate is dependable.)

26. Provide an example when your ethics were tested.

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

28. Share an effective technique you have used evaluate and grade students' work.

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

30. Describe an examination you administered which was effective. How about one which was not as effective?

31. Provide an effective method you have used to initiate and facilitate classroom discussions. Share an experience.

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

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

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

35. What is the state of your student records? What is one thing you would like to improve upon?

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

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

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

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39. Share an experience in which your regular office hours helped you in assisting your students.
40. What factors do you consider when preparing course materials?
41. What is the key to success when communicating with the public.
42. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
43. 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?
44. What kind of experience do you have planning, evaluating, and revising curricula, course content, course materials, and methods of instruction? Provide an example.
45. 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.)
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. Provide a time when you dealt calmly and effectively with a high-stress situation.
48. Share an effective method you have used to advise students on curricula and career issues.
49. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
50. Provide an effective method you have used to keep abreast of developments and technological advances in the communication field. Share an experience.
51. Share an experience in which you successfully supervised teaching, internship, and/or research work. What methods made you successful?

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52. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
53. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
54. Share an experience in which collaborating with colleagues helped you to address a difficult issue.
55. Describe a time when you successfully provided personal assistance to a coworker or patron.
56. Describe an experience in which you performed administrative duties, e.g. serving as department head.
57. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
58. What factors do you consider when selecting class materials and supplies?
59. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
60. 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.)
61. Describe research you have conducted. How did you publish your findings?
62. 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?
63. Share an experience in which you successfully acted as an adviser to a student organization.
64. Share an experience in which your participation in student recruitment, registration, and/or placement activities benefited your school.

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65. Describe your experience serving on academic and/or administrative committees. How did your service benefit your school?

66. Provide an effective method you have used to compile bibliographies for outside reading assignments.

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

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

69. Share an experience in which you provided professional consulting services.

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

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

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

73. Provide an effective method you have used to procure external research funding.

74. 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.)