

## Area Coordinator Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Share an effective method you have used to enforce rules and regulations.
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 a time when you successfully organized a diverse group of people to accomplish a task.
6. What is the key to success when communicating with the public.
7. Describe a time when you successfully provided personal assistance to a coworker or patron.
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. Tell me how you organize, plan, and prioritize your work.
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. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
14. Share an example of a time you had to gather information from multiple sources. How did you determine

## Area Coordinator Interview Questions

which information was relevant?

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

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

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

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

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

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

21. 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.

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

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

24. Provide an example when your ethics were tested.

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

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

## Area Coordinator Interview Questions

27. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
28. Provide an experience in which you successfully administered emergency first aid.
29. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
30. Share an experience in which you effectively mediated an interpersonal problem between residents.
31. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
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. 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?
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. Provide an example of when you were persistent in the face of obstacles.
36. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
37. 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.)
38. Share an experience in which your willingness to lead or offer an opinion helped your company.
39. Share an experience in which communicating with other staff helped you to resolve a problem with a student.

## Area Coordinator Interview Questions

40. Provide an experience in which your observation of a student helped you to identify unusual behavior.
41. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
42. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
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.)
44. Describe your experience supervising, training, and/or evaluating residence hall and/or housekeeping staff. What methods made you successful?
45. Provide an experience in which you collaborated with counselors to develop an effective counseling program.
46. Describe a time when you successfully counseled a student in the handling of a difficult issue.
47. What is the most challenging part of budgeting for you?
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. Tell me about an educational program which you developed.
50. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
51. Describe an effective program plan which you developed for an individual.
52. Tell me about a recent experience you've had working with your hands.

## Area Coordinator Interview Questions

53. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
54. Share an experience in which you oversaw a departmental budget.
55. Provide an experience in which conferring with medical personnel helped you to better understand the background or needs of a resident.
56. Share an experience in which you effectively administered disciplinary and/or corrective action.
57. Provide an experience in which you successfully supervised students' housekeeping work.
58. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.
59. Provide your experience chaperoning group-sponsored trips and social functions.
60. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
61. Name a time when your creativity or alternative thinking solved a problem in your workplace.
62. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
63. Tell me about a successful recreational activity for residents which you directed.
64. How do you stay fit in order to perform physical activities that are required in the workplace?
65. 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?

## Area Coordinator Interview Questions

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

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

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

69. 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.)

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

71. Tell me about your qualifications for and your experience handling vehicles and/or mechanized equipment.

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

73. 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?

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