| 1. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the     |
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| situation and outcome?                                                                                         |
|                                                                                                                |
| 2. Share an experience in which you effectively supervised and monitored students' use of tools and/or         |
| equipment.                                                                                                     |
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| 3. Please share an experience in which you successfully taught a difficult principle or concept. How were you  |
| able to be successful?                                                                                         |
|                                                                                                                |
| 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?                                                            |
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| 6. Describe an experience in which you identified the educational needs of your students and successfully      |
| developed a way to teach/train them.                                                                           |
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| 7. Provide an example of a time when you successfully organized a diverse group of people to accomplish a      |
| task.                                                                                                          |
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| 8. What is the key to success when communicating with the public.                                              |
|                                                                                                                |
| 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.)                                                                    |
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| 11. Tell me about a recent experience you've had working with your hands.                                      |
|                                                                                                                |
| 12. Tell me how you organize, plan, and prioritize your work.                                                  |
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| 13. Share an experience when you applied new technology or information in your job. How did it help your       |
| company?                                                                                                       |

| 14. Give me an example of when you thought outside of the box. How did it help your employer?                                             |
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| 15. Tell me about an experience in which you analyzed information and evaluated results to choose the best                                |
| solution to a problem.                                                                                                                    |
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| 16. Tell me about the last time you monitored or reviewed information and detected a problem. How did you                                 |
| respond?                                                                                                                                  |
|                                                                                                                                           |
| 17. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
|                                                                                                                                           |
| 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. 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.)                                                                   |
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| 20. Please share an experience in which you presented to a group. What was the situation and how did it go?                               |
|                                                                                                                                           |
| 21. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the                                |
| candidate is dependable.)                                                                                                                 |
|                                                                                                                                           |
| 22. Name a time when your patience was tested. How did you keep your emotions in check?                                                   |
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| 23. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was                               |
| the impact?                                                                                                                               |
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| 24 Provide an avample when your othics were tosted                                                                                        |
| 24. Provide an example when your ethics were tested.                                                                                      |
|                                                                                                                                           |
| 25. 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.)                                                                                  |
|                                                                                                                                           |
| 26. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)                                  |

| 27. Provide an experience in which you were sensitive to somone's needs or feelings. How did your              |
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| helpfulness affect your work environment?                                                                      |
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| 28. 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.)                           |
|                                                                                                                |
| 29. Provide an effective method you have used to observe, evaluate, and/or provide feedback on students'       |
| work. Share an experience.                                                                                     |
|                                                                                                                |
| 30. Share an experience in which your understanding of a current or upcoming problem helped your company       |
| to respond to the problem.                                                                                     |
|                                                                                                                |
| 31. Describe a time when you successfully provided personal assistance to a coworker or patron.                |
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| 32. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?          |
| (Make sure the candidate is flexible.)                                                                         |
|                                                                                                                |
| 33. Share an experience in which you successfully determined the training needs of students or workers.        |
|                                                                                                                |
| 34. 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?                                                 |
|                                                                                                                |
| 35. Share an experience in which your attention to detail and thoroughness had an impact on your last          |
| company.                                                                                                       |
|                                                                                                                |
| 36. Share an experience in which your willingness to lead or offer an opinion helped your company.             |
|                                                                                                                |
| 37. 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.)                                                                              |
|                                                                                                                |
| 38. Describe a test you administed which helped you successfully measure progress and evaluate training        |
| effectiveness.                                                                                                 |

| 39. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.                                                     |
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| 40. Provide a time when you dealt calmly and effectively with a high-stress situation.                                                                                           |
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| 41. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?                                                   |
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| 42. What is the state of your reports and/or records? Name one thing you would like to improve upon.                                                                             |
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| 43. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)                                             |
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| 44. Name a time when your creativity or alternative thinking solved a problem in your workplace.                                                                                 |
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| 45. Share an effective method you have used to integrate academic and vocational curricula. Provide an experience.                                                               |
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| 46. Tell me about an effective training class which you taught. What methods made you successful?                                                                                |
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| 47. Provide an example of when you were persistent in the face of obstacles.                                                                                                     |
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| 48. Provide an experience in which you conducted a lecture or discussion which effectively increased students' knowledge. What methods or tools did you use?                     |
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| 49. Share an effective method you have used to keep abreast of developments. Provide an experience in which you successfully integrated new information into a training program. |
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| 50. What factors do you consider when developing teaching aids?                                                                                                                  |
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| 51. What factors do you consider when selecting materials for training or projects?                                                                                              |
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| 52. Share an experience in which you supervised projects, lab work, field placements, or other training.                                                         |
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| 53. What factors do you consider when preparing outlines and establishing course goals?                                                                          |
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| 54. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?                                 |
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| 55. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.                                          |
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| 56. Share an experience in which you successfully provided individualized instruction.                                                                           |
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| 57. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.       |
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| 58. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.                                               |
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| 59. 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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| 60. What are some long-range objectives that you developed in your last job? What did you do to achieve them?                                                    |
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| 61. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.             |
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| 62. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?                           |
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| 63. Provide an experience in which you successfully advised a student on a difficult academic decision.                                                          |
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| 64. Share an effective method you have used to maintain laboratory equipment and tools.                                                                          |
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| 65. Provide an experience in which your ability to actively find ways to help people improved your company                 |
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| or your own work ethic.                                                                                                    |
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| 66. Describe a time when you successfully persuaded another person to change his/her way of thinking or                    |
| behavior.                                                                                                                  |
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| 67. Provide an experience in which you served on a faculty or school committee.                                            |
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| 68. How do you stay fit in order to perform physical activities that are required in the workplace?                        |
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| 69. Describe an effective method you have used to arrange for lectures by experts.                                         |
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| 70. Share an experience in which you reviewed enrollment applications.                                                     |
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| 71. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 72. Would you consider analyzing data or information a strength? How so?                                                   |
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| 73. What is the most challenging part of budgeting for you?                                                                |
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| 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.)                                                |
|                                                                                                                            |