| 1. Please share an experience in which you successfully taught a difficult principle or concept. How were you  |
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| able to be successful?   |
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| 2. What factors do you consider when preparing course materials?   |
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| 3. 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?                             |
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| 4. 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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| 5. Describe a time when you successfully provided personal assistance to a coworker or patron.   |
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| 6. Share an experience you had in dealing with a difficult person and how you handled the situation.   |
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| 7. 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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| 8. Tell me how you organize, plan, and prioritize your work.   |
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| 9. Share an experience when you applied new technology or information in your job. How did it help your company?   |
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| 10. Give me an example of when you thought outside of the box. How did it help your employer?  |
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| 11. 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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| 12. Would you consider analyzing data or information a strength? How so?   |
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| 13. 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? |
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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?  |
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| 15. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?  |
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| 16. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?   |
|   |
| 17. 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?                      |
|   |
| 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.) |
|   |
| 20. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.   |
|   |
| 21. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?   |
|   |
| 22. Please share an experience in which you presented to a group. What was the situation and how did it go?   |
|   |
| 23. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)  |
|   |
| 24. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?  |
|   |
| 25. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.                                  |
|   |
| 26. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the  |

| candidate is dependable.)   |
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|   |
| 27. Share an experience in which your attention to detail and thoroughness had an impact on your last company.  |
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| 28. Provide an example when your ethics were tested.  |
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| 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. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment?   |
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| 31. Provide an example of when you were persistent in the face of obstacles.  |
|   |
| 32. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?  |
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| 33. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.  |
|   |
| 34. Share an effective technique you have used evaluate and grade students' work.   |
|   |
| 35. Name a time when your patience was tested. How did you keep your emotions in check?   |
|   |
| 36. What is the state of your student records? What is one thing you would like to improve upon?  |
|   |
| 37. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?  |
|   |
| 38. Provide a time when you dealt calmly and effectively with a high-stress situation.  |
|   |
| 39. 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.) |

| 40. Provide an effective method you have used to keep abreast of developments in your field.                   |
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| 41. Describe an experience in which you performed administrative duties, e.g. serving as department head.      |
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| 42. Share an experience in which you successfully supervised teaching, internship, and/or research work.       |
| What methods made you successful?  |
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| 43. Share an effective method you have used to supervise laboratory sessions.                                  |
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| 44. 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.)  |
|  |
| 45. What is the key to success when communicating with the public.   |
|  |
| 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. What kind of experience do you have planning, evaluating, and revising curricula, course content, course   |
| materials, and methods of instruction? Provide an example.   |
|  |
| 48. Describe an examination you administered which was effective. How about one which was not as               |
| effective?   |
|  |
| 49. Share an experience in which your regular office hours helped you in assisting your students.              |
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| 50. 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.)   |
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| 51. Share an experience in which your willingness to lead or offer an opinion helped your company.             |
|  |
| 52. Provide an experience in which you successfully prepared and/or delivered a lecture to students. What      |
| methods made you successful? Name one thing you would like to change.  |

| 53. What are some long-range objectives that you developed in your last job? What did you do to achieve    |
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| them?  |
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| 54. Provide an example when you were able to prevent a problem because you foresaw the reaction of another |
| person.  |
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| 55. What factors do you consider when selecting class materials and supplies?                              |
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| 56. Provide an effective method you have used to initiate and facilitate classroom discussions. Share an   |
| experience.  |
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| 57. Name a time when your creativity or alternative thinking solved a problem in your workplace.           |
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| 58. Share an experience in which collaborating with colleagues helped you to address a difficult issue.    |
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| 59. Name a time when your advice to management led to an improvement in your company or otherwise          |
| helped your employer.  |
|  |
| 60. Share an effective method you have used to advise students on curricula and career issues.             |
|  |
| 61. Share a time when you successfully used scientific rules or methods to solve a problem at work.        |
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| 62. Share an experience in which your participation in student recruitment, registration, and/or placement |
| activities benefited your school.  |
|  |
| 63. Describe your experience serving on academic and/or administrative committes. How did your service     |
| benefit your school?   |
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| 64. Describe research you have conducted. How did you publish your findings?                               |
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| 65. Provide an example of a time when you successfully organized a diverse group of people to accomplish a |
| task.  |

| 66. 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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| 67. Share an experience in which you successfully coordinated with others. How about a coordination effort |
| that was not as successful?  |
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| 68. Provide an effective method you have used to procure external research funding.                        |
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| 69. Share an experience in which you successfully acted as an adviser to a student organization.           |
|  |
| 70. Share an experience in which you provided professional consulting services.                            |
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| 71. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate,    |
| develop, and direct the worker(s)?   |
|  |
| 72. Describe a time when you successfully persuaded another person to change his/her way of thinking or    |
| behavior.  |
|  |
| 73. Provide an effective method you have used to compile bibliographies for outside reading assignments.   |
|  |
| 74. 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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| 75. 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.)                                |
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