

Clinical Research Administrator Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. What is the state of the records that you currently maintain (or most recently have maintained)? What is one thing you would like to improve upon?
3. What is the most challenging part of budgeting for you?
4. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
5. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
6. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
7. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
8. Describe a time when you successfully provided personal assistance to a coworker or patron.
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. Share an experience when you applied new technology or information in your job. How did it help your company?
13. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

Clinical Research Administrator Interview Questions

14. 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?
15. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
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. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
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. Would you consider analyzing data or information a strength? How so?
24. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
25. Provide an example when your ethics were tested.
26. 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.

Clinical Research Administrator Interview Questions

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

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

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

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

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

32. Tell me about an effective method you have used to ensure that study activities comply with protocols and policies.

33. Describe protocol procedures you have previously performed.

34. 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?

35. 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.)

36. Share an experience in which your records have been helpful in conferring with investigators.

37. Tell me about your last experience assessing the eligibility of a potential subjects. What methods did you use?

38. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?

Clinical Research Administrator Interview Questions

(Make sure the candidate is flexible.)

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

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

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

42. Tell me about an effective method you have used to prepare study-related documentation.

43. Share an experience in which you successfully identified and helped resolve a protocol problem.

44. What methods have you found effective in tracking enrollment status of subjects?

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

47. Provide an effective method you have used to inform patients about study aspects and expected outcomes.

48. Share an experience in which your contact with a sponsor helped your company.

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

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

51. Share an experience in which you reviewed a proposed study protocol and accurately evaluated the related factors.

52. Provide an experience in which your ability to actively find ways to help people improved your company

Clinical Research Administrator Interview Questions

or your own work ethic.

53. Tell me about your last experience directing the movement and organization of specimens.

54. Share an experience in which you effectively interpreted data from a study. Describe the methods you used.

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

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

57. Tell me about your last experience controlling a budget.

58. 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.)

59. Tell me about your last experience arranging study sites and scheduling staff and equipment.

60. Share an experience in which you successfully advised a physician on difficult dosage modification or treatment calculation.

61. Describe a time when you successfully instructed a staff on the procedures of a study. What methods helped you succeed?

62. Share a method you have found effective in developing study protocols. Give an example of when you used this method.

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

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

Clinical Research Administrator Interview Questions

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

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

67. Share an experience in which you successfully communicated laboratory findings.

68. 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?

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. Share an experience in which your current knowledge of clinical studies issues helped your company. What techniques do you use to maintain a current knowledge of issues?

71. What methods do you use to ensure successful study completion?

72. 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.)

73. Share an experience in which conferring with health care professionals helped you determine the best way to recruit subjects for a study.

74. 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?

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

76. Share an effective method you have used to solicit industry-sponsored trials.

77. Describe a time when your collaboration with investigators helped you prepare a successful presentation.

Clinical Research Administrator Interview Questions

78. What is the key to success when communicating with the public.
79. Describe the last advertising material you developed.
80. Share a time when you successfully used scientific rules or methods to solve a problem at work.