

Civil Preparedness Training Officer Interview Questions

1. 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?

2. Provide an example when you taught your students using a method other than a lecture. (Assess how well the candidate utilizes discussions, demonstrations, and other methods.)

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

4. What is the key to success when communicating with the public.

5. Share an experience you had in dealing with a difficult person and how you handled the situation.

6. Tell me how you organize, plan, and prioritize your work.

7. How do you stay fit in order to perform physical activities that are required in the workplace?

8. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

9. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

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

11. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

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

13. Give me an example of when you thought outside of the box. How did it help your employer?

Civil Preparedness Training Officer Interview Questions

14. Share an experience in which monitoring students helped you to make suggestions which improved their performance.

15. Share an experience when you applied new technology or information in your job. How did it help your company?

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

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

18. Provide an example when your ethics were tested.

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

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

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

22. Provide an effective method you have used to enforce policies and rules governing students.

23. Provide an effective method you have used to monitor students' use of equipment and materials to prevent injury and damage.

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

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

26. Tell me about a class or workshop you conducted. What methods made you a successful teacher?

27. Share an experience in which your observation of students helped you to determine individual characteristics.

Civil Preparedness Training Officer Interview Questions

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. What factors do you consider when scheduling class times? How do you ensure maximum attendance?
30. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
31. Share an effective method you have used to assign and grade class work and homework.
32. Provide an example of when you adapted your teaching methods or instructional materials to meet your students' varying needs and interests.
33. Tell me about an effective test which you prepared. How do you issue grades according to performance?
34. Tell me how you go about creating your lesson plans. (Look to see that the candidate establishes clear objectives for all lessons.)
35. 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.)
36. 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.)
37. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
38. Share an effective method you have used to prepare students for further development. How do you encourage them to explore learning opportunities and to persevere with challenging tasks?
39. Share a time when you've taught using methods other than a lecture. What was the outcome?

Civil Preparedness Training Officer Interview Questions

40. Describe a time when you successfully provided personal assistance to a coworker or patron.
41. Describe effective program objectives, outlines, and lesson plans you have prepared. What factors do you consider when preparing these materials?
42. What factors do you consider when organizing recreational activities? How do you ensure that the activities promote physical, mental, and/or social development?
43. Provide an experience in which you recommended course revision. What factors led to your recommendation?
44. Please share a class activity that you are exceptionally proud of. What made it exceptional? (Look for preparation.)
45. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
46. 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.
47. Provide a time when you dealt calmly and effectively with a high-stress situation.
48. Share an experience in which meeting with parents helped you to more effectively meet a child's needs.
49. Provide an example of a student that needed extra help. What did you do? (Did the candidate prepare and implement an appropriate plan or program for the student?)
50. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
51. Provide an example of when you were persistent in the face of obstacles.
52. What factors do you consider when selecting materials for courses?

Civil Preparedness Training Officer Interview Questions

53. Provide an experience in which conferring with other teachers helped you to plan an effective lesson promoting learning and development.

--

54. Provide an experience in which you participated in publicity planning and/or student recruitment. What methods made you successful?

--

55. Tell me about an effective experiential learning activity which you planned. How did you guide students in learning from the activity?

--

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

--

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

--

58. 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.)

--

59. Share an experience in which you met with other instructors do discuss individual students and their progress. How did this help you in your work?

--

60. How have you used technology to aid your teaching?

--

61. Share an effective method you have used to evaluate the performance of instructors.

--

62. Share an experience in which you improved your professional competence.

--

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

--

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

--

65. Describe an effective instructional article which you wrote. How about one which was not as effective?

--

Civil Preparedness Training Officer 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 monitored or reviewed information and detected a problem. How did you respond?

68. Tell me about a recent experience you've had working with your hands.

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

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

71. Have you served on any committees? Tell me more.

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

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

74. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

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

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

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

78. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a

Civil Preparedness Training Officer Interview Questions

solution. How did the solution benefit your employer?

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

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

81. Share an experience in which you've successfully learned how to handle a new piece of equipment?

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

83. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?