| 1. Please share with me an example of how you helped coach or mentor someone. What improvements did            |
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| you see in the person's knowledge or skills?   |
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| 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.   |
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| 4. What is the key to success when communicating with the public.  |
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| 5. Share an experience you had in dealing with a difficult person and how you handled the situation.           |
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| 6. Tell me how you organize, plan, and prioritize your work.   |
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| 7. How do you stay fit in order to perform physical activities that are required in the workplace?             |
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| 8. Share an example of a time you had to gather information from multiple sources. How did you determine       |
| which information was relevant?  |
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| 9. 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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| 10. 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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| 11. 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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| 12. 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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| 13. Give me an example of when you thought outside of the box. How did it help your employer?                  |
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| 14. Share an experience in which monitoring students helped you to make suggestions which improved their                                     |
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| performance.   |
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| 15. Share an experience when you applied new technology or information in your job. How did it help your company?                            |
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| 16. Please share an experience in which you presented to a group. What was the situation and how did it go?                                  |
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| 17. Name a time when your creativity or alternative thinking solved a problem in your workplace.   |
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| 18. Provide an example when your ethics were tested.   |
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| 19. Share an experience in which your attention to detail and thoroughness had an impact on your last company.                               |
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| 20. Share an experience in which your willingness to lead or offer an opinion helped your company.   |
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| 21. What is the state of your student records? Name one thing you would like to improve.   |
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| 22. Provide an effective method you have used to enforce policies and rules governing students.  |
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| 23. Provide an effective method you have used to monitor students' use of equipment and materials to prevent injury and damage.              |
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| 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.) |
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| 25. Name a time when your patience was tested. How did you keep your emotions in check?  |
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| 26. Tell me about a class or workshop you conducted. What methods made you a successful teacher?   |
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| 27. Share an experience in which your observation of students helped you to determine individual characteristics.                            |

| 28. How do you balance cooperation with others and independent thinking? Share an example. (Try to             |
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| determine if the candidate has a cooperative attitude or is otherwise good-natured.)                           |
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| 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 somone'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.                       |
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| 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 futher 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?                  |
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| 40. Describe a time when you successfully provided personal assistance to a coworker or patron.                |
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| 41. Describe effective program objectives, outlines, and lesson plans you have prepared. What factors do you   |
| consider when preparing these materials?   |
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| 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?   |
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| 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.   |
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| 47. Provide a time when you dealt calmly and effectively with a high-stress situation.                         |
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| 48. Share an experience in which meeting with parents helped you to more effectively meet a child's needs.     |
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| 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?)   |
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| 50. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the    |
| situation and outcome?   |
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| 51. Provide an example of when you were persistent in the face of obstacles.                                   |
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| 52. What factors do you consider when selecting materials for courses?   |
|  |

| 53. Provide an experience in which conferring with other teachers helped you to plan an effective lesson       |
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| promoting learning and development.  |
|  |
| 54. Provide an experience in which you participated in publicity planning and/or student recruitment. What     |
| methods made you successful?   |
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| 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.)   |
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| 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?  |
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| 60. How have you used technology to aid your teaching?   |
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| 61. Share an effective method you have used to evaluate the performance of instructors.                        |
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| 62. Share an experience in which you improved your professional competence.                                    |
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| 63. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)       |
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| 64. 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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| 65. Describe an effective instructional article which you wrote. How about one which was not as effective?     |
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| 66. Share an experience in which your understanding of a current or upcoming problem helped your company         |
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| to respond to the problem.   |
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| 67. Tell me about the last time you monitored or reviewed information and detected a problem. How did you        |
| respond?   |
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| 68. Tell me about a recent experience you've had working with your hands.  |
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| 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?  |
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| 71. Have you served on any committees? Tell me more.   |
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| 72. Provide an experience in which your ability to actively find ways to help people improved your company       |
| or your own work ethic.  |
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| 73. Name a time when your advice to management led to an improvement in your company or otherwise                |
| helped your employer.  |
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| 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?   |
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| 77. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges    |
| and results?   |
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| 78. 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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| 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?  |
|   |