| 1. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 2. Describe the teaching methods you have found effective in instructing students. |
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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. 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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| 6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. |
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| 7. What is the key to success when communicating with the public. |
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| 8. Describe a time when you successfully provided personal assistance to a coworker or patron. |
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| 9. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 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 how you organize, plan, and prioritize your work. |
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| 12. What are some long-range objectives that you developed in your last job? What did you do to achieve |
| them? |
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| 13. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 14. 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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| 15. Would you consider analyzing data or information a strength? How so? |
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| 16. 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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| 17. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 18. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 19. 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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| 20. 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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| 21. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 22. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 23. 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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| 24. 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. |
| 25. How do you go about evaluating your students' social development? |
| 23. How do you go about evaluating your students social development: |
| 26. Share an experience in which you successfully coordinated with others. How about a coordination effort |
| that was not as successful? |
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| 27. 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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| 28. 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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| 29. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 30. Provide an example when your ethics were tested. |
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| 31. Name a time when your patience was tested. How did you keep your emotions in check? |
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| 32. 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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| 33. What is the state of your student records? Name one thing you would like to improve. |
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| 34. 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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| 35. Tell me about a recent experience you've had working with your hands. |
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| 36. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person. |
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| 37. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 38. Share an experience in which your willingness to lead or offer an opinion helped your company. |
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| 39. Provide an effective method you have used to monitor students' use of equipment and materials to prevent injury and damage. |
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| 40. How do you establish and enforce rules in your classroom? |
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| 41. 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.) |
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| 42. 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.) |
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| 43. Share an experience in which you instructed students in the knowledge and skills required for a specific |
| field. What methods made you successful? |
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| 44. What is the most difficult aspect of evaluating your students' progress? |
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| 45. Tell me how you go about creating your lesson plans. (Look to see that the candidate establishes clear |
| objectives for all lessons.) |
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| 46. Share an experience in which your understanding of a current or upcoming problem helped your company |
| to respond to the problem. |
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| 47. Share an experience in which your attention to detail and thoroughness had an impact on your last |
| company. |
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| 48. Provide a time when you dealt calmly and effectively with a high-stress situation. |
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| 49. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 50. 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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| 51. 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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| 52. Share an effective method you have used to assign and grade class work and homework. |

| 53. Share a time when you've taught using methods other than a lecture. What was the outcome? |
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| 54. What is the most challenging part of budgeting for you? |
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| 55. Describe a time when you successfully persuaded another person to change his/her way of thinking or |
| behavior. |
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| 56. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
| nesped you succeed. |
| 57. How have you used technology to aid your teaching? |
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| 58. How do you prepare your students for later grades? (Does the teacher encourage his or her students to |
| explore learning opportunities and persevere with difficult tasks?) |
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| 59. Provide a time when you had to tell a parent that their child was not progressing. Was there a time when |
| the parent didn't take it well? How did you handle the situation? |
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| 60. Provide an experience when you needed to meet with a student's parents to resolve the student's behavioral |
| or academic problems. What was the end result? |
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| 61. Provide an example of when you chose not to enforce district or school policies. (Make sure the candidate |
| has a valid reason for not enforcing policies.) |
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| 62. Provide an example of when you were persistent in the face of obstacles. |
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| 63. Share an example of when you have counseled a student who had academic or adjustment problems. What |
| about a student with special academic interests? |
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| 64. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 65. Provide an experience in which you planned and/or supervised a work-experience program. |

| 66. 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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| 67. 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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| 68. Have you ever invited a guest speaker to your classroom or organized a field trip? Tell me more about the experience. |
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| 69. Share an example of when you prepared an outline for a course. Did you need to pay close attention to school, district, or state requirements? |
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| 70. Share an effective method you have used to keep informed about trends in education and your subject matter specialty. |
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| 71. Provide an example when you have met with other teachers or professionals to discuss individual students' needs and progress. |
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| 72. Tell me about the last time you provided disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms. |
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| 73. 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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| 74. 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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| 75. Provide an experience in which you successfully placed a student in a job. |
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| 76. What factors do you consider when selecting classroom materials? |
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| 77. 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?) |

| 78. Provide an experience in which you improved your professional competence. |
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| 79. 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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| 80. Share an example of when you have worked with another teacher to plan a lesson? |
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| 81. What has been your involvement in student extracurricular activities? |
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| 82. Share an experience in which you collaborated with other teachers and/or administrators to effectively |
| develop or improve a program. |
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| 83. How do you stay fit in order to perform physical activities that are required in the workplace? |
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| 84. Have you served on any committees? Tell me more. |
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| 85. Provide an experience in which you successfully performed administrative duties. |
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| 86. 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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| 87. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, |
| develop, and direct the worker(s)? |
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| 88. Share an experience in which you've successfully learned how to handle a new piece of equipment? |
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