

Secretarial Teacher Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Describe the teaching methods you have found effective in instructing students.
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?
4. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
7. What is the key to success when communicating with the public.
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. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
13. Share an experience when you applied new technology or information in your job. How did it help your company?
14. Tell me about an experience in which you analyzed information and evaluated results to choose the best

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solution to a problem.

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

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?

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

18. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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

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

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

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

23. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

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?

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.)

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

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

30. Provide an example when your ethics were tested.

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

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

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

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

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

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

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

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

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?
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.)
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.)
43. Share an experience in which you instructed students in the knowledge and skills required for a specific field. What methods made you successful?
44. What is the most difficult aspect of evaluating your students' progress?
45. Tell me how you go about creating your lesson plans. (Look to see that the candidate establishes clear objectives for all lessons.)
46. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
47. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
48. Provide a time when you dealt calmly and effectively with a high-stress situation.
49. Name a time when your creativity or alternative thinking solved a problem in your workplace.
50. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
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.)
52. Share an effective method you have used to assign and grade class work and homework.

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53. Share a time when you've taught using methods other than a lecture. What was the outcome?
54. What is the most challenging part of budgeting for you?
55. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
56. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
57. How have you used technology to aid your teaching?
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?)
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?
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?
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.)
62. Provide an example of when you were persistent in the face of obstacles.
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?
64. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
65. Provide an experience in which you planned and/or supervised a work-experience program.

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

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.)

68. Have you ever invited a guest speaker to your classroom or organized a field trip? Tell me more about the experience.

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?

70. Share an effective method you have used to keep informed about trends in education and your subject matter specialty.

71. Provide an example when you have met with other teachers or professionals to discuss individual students' needs and progress.

72. Tell me about the last time you provided disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.

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.)

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?

75. Provide an experience in which you successfully placed a student in a job.

76. What factors do you consider when selecting classroom materials?

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?)

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78. Provide an experience in which you improved your professional competence.

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.

80. Share an example of when you have worked with another teacher to plan a lesson?

81. What has been your involvement in student extracurricular activities?

82. Share an experience in which you collaborated with other teachers and/or administrators to effectively develop or improve a program.

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

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

85. Provide an experience in which you successfully performed administrative duties.

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.

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)?

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