

## Adult Remedial Education Instructor Interview Questions

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

2. Share an experience in which adapting teaching methods helped you to more effectively meet students' needs, abilities, and/or interests.

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

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

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

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

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

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

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

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

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

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

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15. 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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16. 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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17. What is the state of your student records? What is one thing you would like to improve upon?

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18. 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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19. Provide an example when your ethics were tested.

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20. Share an effective method you have used to assign and grade class work and homework.

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

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23. Provide an effective method you have used to evaluate students' work. Share an experience in which you made a suggestion which led to improvement in work.

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24. Tell me about an effective test which you prepared. How do you issue grades according to performance?

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

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

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. 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.)

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

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

32. Please share a class activity that you are exceptionally proud of. What made it exceptional? (Look for preparation.)

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

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

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

36. 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.)

37. Provide an effective technique you have used to prepare students for the General Equivalency Diploma examination.

38. Share an effective method you have used to prepare students for further education. How do you encourage them to explore learning opportunities and persevere with challenging tasks?

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39. Provide an experience in which you recommended course revision. What factors led to your recommendation?

40. What do you see as the key to maintaining order in the classroom? (You want to see that rules are established and consistently enforced.)

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

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

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

44. 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.)

45. Can you share a time when you enforced administration policies even though you may have disagreed with them.

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

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

48. 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?)

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

50. Share an experience in which you successfully coordinated with others. How about a coordination effort

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that was not as successful?

51. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

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

53. Share a time when you've taught using methods other than a lecture. What was the outcome?

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

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

56. What factors do you consider when selecting materials for courses?

57. Describe an effective method you have used to prepare for assigned classes, including written preparation.

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

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

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

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

62. Provide an experience in which conferring with other staff members helped you to plan an effective lesson which promoted learning.

63. 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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64. Share an experience in which you improved your professional competence.
65. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
66. Share an effective method you have used to obtain program funding.
67. Provide an experience in which collaborating with other teachers and/or professionals helped you to develop an effective instructional program.
68. What factors do you consider when selecting class times? How do you ensure maximum attendance?
69. Tell me about an effective experiential learning activity which you planned. How did you guide students in learning from the activity?
70. Have you served on any committees? Tell me more.
71. Share an experience in which you successfully trained and/or assisted tutors or volunteers. What methods made you successful?
72. Share an effective method you have used to evaluate the performance of instructors.
73. Provide an experience in which conferring with government and community groups helped you to coordinate student training or find opportunities for students to fulfill curriculum requirements.
74. Describe a time when you successfully provided personal assistance to a coworker or patron.
75. Provide an experience in which you successfully advised students on internships, prospective employers, and/or job placement services.
76. Share an experience in which your participation in publicity planning, community awareness efforts, or student recruitment benefited your company.

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77. 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?

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

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

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

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

82. 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.)

83. 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?

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

85. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

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

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