Electronic Transaction Implementer Interview Questions

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

2. Describe an effective modification you made to a system to provide for disaster recovery.

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

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

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

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

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

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

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

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

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

12. 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?

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

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14. 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?

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

16. 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.)

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

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

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

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

21. Share an effective method you have used to determine sources of web page or server problems. Provide an experience in which you corrected a problem.

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

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

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

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

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

27. How do you ensure that web page content is updated in a timely manner?

28. Provide an example when your ethics were tested.

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

30. 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.)

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

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

33. Provide an experience in which you successfully implemented effective web site security measures.

34. Share an experience in which you identified an instursion or denial of service attack and took appropriate action. What methods led to your discovery of the security breach?

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

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

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

38. Share an experience in which testing a backup or recovery plan helped you to resolve a problem.

39. Share an experience in which your collaboration with a development team helped you successfully resolve a usability issue.

40. Describe an experience in which you successfully administered internet/intranet infrastructure.

41. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.

42. 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.

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

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

45. How do you stay up-to-date on web developments? Share an experience.

46. Provide an effective method you have used to implement updates, upgrades, and patches in a timely manner.

47. Describe a backup or recovery plan you identified.

48. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.

49. Share an experience in which collaborating with web developers helped you in your work.

50. Describe a web server software or hardware you configured which effectively ensured that directory structure was well-defined, logical, secure, and that files were named properly

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

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

53. Share an experience in which user feedback helped you locate and resolve a problem.

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

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

56. Describe successful web site performance metrics you developed.

57. Tell me about some of your most recent computer programming projects.

58. Share an experience in which your documentation of installation or configuration procedures allowed for informed maintenance and repetition.

59. Provide an experience in which you successfully identified and/or addressed interoperability requirements.

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

61. Provide an example of a project you worked on that demonstrates your programming abilities. What was your role in the project?

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

63. Tell me about a successful marketing plan for a home page which you developed.

64. Provide an effective method you have used to inform web site users of problems or changes.

65. Describe a budget you developed for a web site improvement. What methods did you use and how did you

recognize the need for improvement?

66. How has testing issues such as system integration helped you to be successful in your work? Provide an experience.

67. Share an effecitve method you have used to track web site usage data. How has your analysis of this data helped you in your work?

68. Describe a level of access and security you identified, standardized, and communicated.

69. 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?

70. Share an experience in which you provided effective training or technical assistance in web site implementation or use. What methods made you a successful trainer?

71. What is the state of your documentation? What is one thing you would like to improve?

72. Describe a procedure you developed for ongoing web site revision.

73. Describe an effective method you have used to determine web sites' effectiveness and/or usability.

74. What factors do you consider when evaluating server hardware and software?

75. What is the most challenging part of budgeting for you?

76. Describe a difficult problem you successfully resolved.

77. Describe effective style guidelines for web site content which you developed.

78. Tell me about a time when you successfully determined the cause of an operating error at your company and solved the problem.

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79. 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.)

80. Share an experience in which checking an operating system or application logfile helped you verify proper system performance.

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

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

83. Describe an effective testing routine which you developed.

84. Provide an experience in which you successfully set up and/or maintained a monitoring tool on a web site or server.

85. How do you ensure that testing routines and procedures are adequate, sufficient, and effective?

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

87. Share an experience in which you successfully tested a new software package for use in web operations or another application.

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

89. Share a time when you successfully used scientific rules or methods to solve a problem at work.

90. 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.)

91. 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.)