

## Health Unit Supervisor Interview Questions

1. Share an example of how you maintain accurate and detailed documentation.
2. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
3. What is the key to success when communicating with the public.
4. Describe a time when you successfully provided personal assistance to a coworker or patron.
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 about a recent experience you've had working with your hands.
8. Tell me how you organize, plan, and prioritize your work.
9. Share an experience when you applied new technology or information in your job. How did it help your company?
10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
11. 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?
12. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
13. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
14. Tell me about the last time you monitored or reviewed information and detected a problem. How did you

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respond?

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

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

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

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

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

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

21. Can you recall an experience when a patient's care or health was substantially different because of your close monitoring?

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23. 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.

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

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

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26. 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?

27. Provide an example when your ethics were tested.

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

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

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

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

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

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

34. 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.)

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

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

37. 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.)

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

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

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

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

42. 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.)

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

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

45. Provide an experience in which you effectively performed a physical examination, made a tentative diagnosis, and/or treated a patient en route to a hospital or at a disaster site.

46. How much experience do you have conducting specified laboratory tests?

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48. Share an experience when you've observed nurses and visited patients to ensure proper nursing care.

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

51. Please share a time when you instructed individuals, families, or other groups on topics such as health education or disease prevention.

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52. Please share a time when you instructed individuals, families, or other groups on topics such as health education or disease prevention.

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

54. Share an effective method you have used to prepare patients for examinations and/or treatments.

55. Do you have experience directing or coordinating an infection control program?

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57. Provide an experience in which you effectively assessed the needs of individuals, families, or communities to identify potential health or safety problems.

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

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

60. Share an experience when you prescribed or recommended drugs, medical devices, or other forms of treatment.

61. Share an experience when you prescribed or recommended drugs, medical devices, or other forms of treatment.

62. 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.)

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

64. 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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65. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
66. Describe a time when you successfully performed administrative or managerial functions.
67. Provide an experience in which you consulted with an institution or association regarding issues relevant to nursing.
68. Share an experience in which you worked with an individual, group, or family and successfully implemented a program designed to improve the overall health of communities.
69. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
70. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
71. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.
72. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
73. Describe a time when you successfully arranged for training of auxiliary personnel or students.
74. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
75. Share an experience in which you've successfully learned how to handle a new piece of equipment?
76. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

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77. Give me an example of when you thought outside of the box. How did it help your employer?
78. 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.)
79. Tell me about research you have participated in (related to nursing).
80. What is the most challenging part of budgeting for you?
81. 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.
82. How comfortable are you administering local, inhalation, intravenous, and other anesthetics?
83. How comfortable are you administering local, inhalation, intravenous, and other anesthetics?
84. Please share an experience when you coordinated with team members to assess, plan, implement, or evaluate patient care plans.
85. Please share an experience when you coordinated with team members to assess, plan, implement, or evaluate patient care plans.
86. Please provide a time when you supervised less-skilled nursing or healthcare personnel. What was the result?
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88. Share a time when you modified a patient's treatment plan due to the patient's condition.
89. Share a time when you modified a patient's treatment plan due to the patient's condition.
90. Provide an example when you assessed a patient's condition using one or more diagnostic tests.

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