

Admissions Advisor Interview Questions

1. 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?

2. Explain your approach to counseling individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.

3. Walk me through how you confer with parents or guardians, teachers, administrators, and other professionals to discuss children's progress, resolve behavioral, academic, and other problems, and to determine priorities for students and their resource needs.

4. What is the most challenging aspect of keeping accurate student records?

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

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

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

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

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

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