

## Clinical Research Administrator Interview Questions

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

2. What is the state of the records that you currently maintain (or most recently have maintained)? What is one thing you would like to improve upon?

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

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

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

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

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

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.)