

Communications Department Head Interview Questions

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

2. Share an experience in which you successfully prepared and/or delivered a lecture to students. What methods made you successful?

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

4. 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?

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

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

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

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