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

2. Tell me about effective project arrangements or outlines which you planned.

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

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

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

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

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

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

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

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