

## Records Officer Interview Questions

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

2. What has made you successful in directing administrative departments?

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

4. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

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

6. 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?

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

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

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

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