

Affirmative Action Officer Interview Questions

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

2. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

3. Share an effective approach to investigate employment practices or alleged violations of laws to document and correct discriminatory factors.

4. What method have you found helpful when interpreting civil rights laws and equal opportunity regulations for individuals or employers?

5. What is the most challenging part of acting as liaisons between minority placement agencies and employers or between job search committees and other equal opportunity administrators?

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

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

10. Would you consider analyzing data or information a strength? How so?