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

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

3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

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

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

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

9. Explain to me how you have applied layout and design principles to a recent project. (Have them show you if they have brought in samples.)

10. Share an experience in which your attention to detail and thoroughness had an impact on your last company.