

## Policy 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. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

3. Walk me through how you would develop interview techniques, rating scales, and psychological tests used to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.

4. Describe an experience when you advised management concerning personnel, managerial, and marketing policies and practices and their potential effects on organizational effectiveness and efficiency.

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

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

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

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

9. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

10. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.