

## Information Technology Coordinator (it Coordinator) Interview Questions

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| 1. What is the most challenging part of budgeting for you?                                                                                                 |
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| 2. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.                                     |
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| 3. 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?           |
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| 4. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective? |
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| 5. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.             |
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| 6. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)                        |
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| 7. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.                                            |
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| 8. Share an experience you had in dealing with a difficult person and how you handled the situation.                                                       |
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| 9. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)  |
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| 10. Tell me how you organize, plan, and prioritize your work.                                                                                              |
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