

## Administrative Hearing Officer Interview Questions

1. Tell me how you prepare written opinions and decisions.

2. Share how well you monitor and direct the activities of trials and hearings to ensure that they are conducted fairly and that courts administer justice while safeguarding the legal rights of all involved parties?

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

4. Explain how you determine existence and amount of liability according to current laws, administrative and judicial precedents, and available evidence.

5. Walk me through how you research and analyze laws, regulations, policies, and precedent decisions to prepare for hearings and to determine conclusions.

6. Describe an experience where you had to rule on exceptions, motions, and admissibility of evidence.

7. What methods are used to conduct hearings to review and decide claims regarding issues such as social program eligibility, environmental protection, and enforcement of health and safety regulations?

8. Share an experience in which you facilitated studies of appeals procedures in field agencies to ensure adherence to legal requirements and to facilitate determination of cases.

9. Explain the process of Issuing subpoenas and administer oaths in preparation for formal hearings.

10. Tell me about the process of conferring with individuals or organizations involved in cases to obtain relevant information.