

Program Coordinator Interview Questions

1. 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.

2. Share an experience in which you successfully assisted a teacher in solving a difficult problem with a student's progress.

3. What is the key to success when communicating with the public.

4. Describe a time when you successfully provided personal assistance to a coworker or patron.

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

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

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

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

9. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

10. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?