

## Certified Activity Coordinator Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Share an effective method you have used to enforce rules and regulations.
3. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
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. How do you stay fit in order to perform physical activities that are required in the workplace?
8. Tell me how you organize, plan, and prioritize your work.
9. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
10. What is the key to success when communicating with the public.