

Career Services Coordinator Interview Questions

1. 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?

2. Explain your approach to counseling individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.

3. Walk me through how you confer with parents or guardians, teachers, administrators, and other professionals to discuss children's progress, resolve behavioral, academic, and other problems, and to determine priorities for students and their resource needs.

4. What is the most challenging aspect of keeping accurate student records?

5. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

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

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

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

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

10. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

11. Share an experience when you applied new technology or information in your job. How did it help your company?

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

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

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

15. Please share an experience in which you presented to a group. What was the situation and how did it go?

16. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

17. Provide an example when your ethics were tested.

18. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

19. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

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