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

2. Describe an effective individual treatment plan which you developed and/or implemented. How about one which was not as effective?

3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

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

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

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

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

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

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

13. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

14. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

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

16. Share a time when you successfully used scientific rules or methods to solve a problem at work.

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

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

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

20. Name a time when your patience was tested. How did you keep your emotions in check?