

Communication Instructor Interview Questions

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| 1. Tell me how you organize, plan, and prioritize your work. |
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| 2. Share an experience in which you successfully prepared and/or delivered a lecture to students. What methods made you successful? |
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| 3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 4. 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? |
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| 5. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them. |
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| 6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. |
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| 7. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 8. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 9. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
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| 10. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 11. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 12. 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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| 13. Would you consider analyzing data or information a strength? How so? |

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14. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

16. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

17. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

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

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

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