

Distance Education Director Interview Questions

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

2. Tell me about an effective lecture which you prepared and/or delivered to students. How about one which was not as effective?

3. 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?

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

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

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

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

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

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

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

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

12. 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.)

13. Share an experience in which your understanding of a current or upcoming problem helped your company

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to respond to the problem.

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

18. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

19. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

20. Provide an example when your ethics were tested.