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

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

3. Share an experience in which a modification you made to a database benefited your company. How did you identify the need for modification?

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

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

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

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

8. Would you consider analyzing data or information a strength? How so?

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

10. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

11. 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?

12. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was

the impact?

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

15. Provide an example when your ethics were tested.

16. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

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

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

19. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

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