

## Department Chair Interview Questions

1. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

2. Share an effective method you have used to explain and demonstrate artistic techniques. Share an experience.

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

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

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

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

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

11. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

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

13. What have you found to be the best way to monitor the performance of your work and/or the work of

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others? Share a time when you had to take corrective action.

14. 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.)

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

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

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