

Department Chair Interview Questions

1. 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?

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

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

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

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

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

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

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

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

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

11. 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.)

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

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

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14. Provide a time when you had to tell a parent that their child was not progressing. Was there a time when the parent didn't take it well? How did you handle the situation?

15. Provide an example when your ethics were tested.

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

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

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

19. Share an experience in which your willingness to lead or offer an opinion helped your company.

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