

## Legal Department Manager Interview Questions

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

2. What is the key to success when communicating with the public.

3. What have you found to be the best way to evaluate findings and develop strategies and arguments in preparation for presentation of cases?

4. Describe an experience when you presented evidence to defend clients or prosecute defendants in criminal or civil litigation.

5. What kind of experience do you have interpreting laws, rulings and regulations for individuals and businesses?

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

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

8. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

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

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

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

12. 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?

13. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

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

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

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

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

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

19. Provide an example when your ethics were tested.

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