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

2. How do you effectively determine logistics or support requirements? Provide an experience.

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

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

5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

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

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

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

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

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

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

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

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

14. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

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

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

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. 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?

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

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