

Education And Information Coordinator 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. Describe an experience when you provided visitor services by explaining regulations; answering visitor requests, needs and complaints; and providing information about the park and surrounding areas.

3. Name a time when you performed emergency duties to protect human life, government property, and natural features of park.

4. Do you enjoy conducting field trips to point out scientific, historic, and natural features of parks, forests, historic sites or other attractions? Share an example.

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

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

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 presented to a group. What was the situation and how did it go?

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

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

13. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

14. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the

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candidate is dependable.)

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

16. What have you found to be the best way to prepare and present illustrated lectures and interpretive talks about park features?

17. How often have you conferred with park staff to determine subjects and schedules for park programs? Share an example.

18. Name a time when your creativity or alternative thinking solved a problem in your workplace.

19. Provide an example when your ethics were tested.

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