

## Operations Director Interview Questions

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

2. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

3. Describe an experience when you planned and scheduled programming and event coverage, based on broadcast length, time availability, and other factors, such as community needs, ratings data, and viewer demographics.

4. What kind of experience do you have directing and coordinating activities of personnel engaged in broadcast news, sports, or programming?

5. Walk me through how you would monitor and review programming to ensure that schedules are met, guidelines are adhered to, and performances are of adequate quality.

6. 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?

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

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

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

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

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

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

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

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

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

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. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

20. 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?