

Program Assistant Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Share an effective method you have used to enforce rules and regulations.
3. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
4. Describe a time when you successfully provided personal assistance to a coworker or patron.
5. Share an experience you had in dealing with a difficult person and how you handled the situation.
6. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
7. How do you stay fit in order to perform physical activities that are required in the workplace?
8. Tell me how you organize, plan, and prioritize your work.
9. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
10. What is the key to success when communicating with the public.
11. 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?
12. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
13. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
14. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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15. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

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

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

18. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

19. Provide an example when your ethics were tested.

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