

## Communication Assistant Interview Questions

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

2. Share an experience in which you effectively implemented a treatment plan or protocol.

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

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

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

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

10. 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?

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

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

13. 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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14. 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?

15. What is the state of documentation you have made concerning clients' progress? Name one thing you would like to improve.

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

17. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

18. Describe your experience assisting speech-language pathologists. What duties have you performed?

19. Provide an example when your ethics were tested.

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