Policy Advisor 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. What kind of experience do you have analyzing and interpreting data in order to increase the understanding of human social behavior?

3. Name a time when you planned and conducted research to develop and test theories about societal issues such as crime, group relations, poverty, and aging?

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

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

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

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

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

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

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

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

12. Share a time when you successfully used scientific rules or methods to solve a problem at work.

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

14. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the

situation and outcome?
15. When is the last time you prepared publications and reports containing research findings? Share an example.
16. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
17. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
18. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.
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. Describe an effective way to collect data about the attitudes, values, and behaviors of people in groups, using observation, interviews, and review of documents.