

Program Services Planner Interview Questions

1. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

2. Share an experience in which you held a public meeting which helped you to develop or address issues regarding land use or community plans.

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

4. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

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

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

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

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

13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was

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the impact?

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

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

16. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

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

18. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

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

20. Provide an example when your ethics were tested.