Career Technical Counselor Interview Questions

1. 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?

2. Explain your approach to counseling individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.

3. Walk me through how you confer with parents or guardians, teachers, administrators, and other professionals to discuss children's progress, resolve behavioral, academic, and other problems, and to determine priorities for students and their resource needs.

4. What is the most challenging aspect of keeping accurate student records?

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

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

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

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

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

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

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

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

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

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

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

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

17. Provide an example when your ethics were tested.

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

19. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

20. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

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

22. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

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

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

25. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

26. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the

candidate is dependable.)

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

28. What is the most challenging part of reviewing transcripts to ensure that students meet graduation or college entrance requirements and write letters of recommendation? Share an example.

29. Provide a time when you dealt calmly and effectively with a high-stress situation.

30. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)