

Staff Analyst Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Describe a budget report you prepared which you were happy with. How about one you were unhappy with?
3. What is the most challenging part of budgeting for you?
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. Share an experience when you applied new technology or information in your job. How did it help your company?
7. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
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. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
12. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
13. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

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14. Provide an example when your ethics were tested.
15. 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?
16. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
17. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
18. Please share an experience in which you presented to a group. What was the situation and how did it go?
19. 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.)
20. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
21. How do you ensure that expenditure controls are maintained?
22. 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.)
23. Share an experience in which you successfully provided assistance with cost analysis, fiscal allocation, or budget preparation.
24. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
25. Provide an example of when you were persistent in the face of obstacles.

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26. How do you ensure that budget estimates are complete, accurate, and conform to procedures?
27. Provide a time when you dealt calmly and effectively with a high-stress situation.
28. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
29. Share an experience in which your review of budgets helped you discover trends which affect budget needs.
30. Describe a recommendation you submitted for the approval of funds. How about a recommendation you submitted for the disapproval of funds?