

Business Office Technology Instructor Interview Questions

1. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

2. Describe an experience in which you successfully prepared and/or delivered a lecture to undergraduate or graduate students on a business topic. What methods made you successful?

3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

4. 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?

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

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

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

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

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

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

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

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

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

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

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

16. 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.)

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

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

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

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

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

22. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

23. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

24. Provide an example when your ethics were tested.

25. Share an effective technique you have used evaluate and grade students' work.

26. What have you found to be the best way to monitor the performance of your work and/or the work of

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others? Share a time when you had to take corrective action.

27. What factors do you consider when preparing course materials?

28. Provide an effective method you have used to initiate and facilitate classroom discussions. Share an experience.

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

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