

## Clinical Trials Data Coordinator Interview Questions

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

2. Describe an effective project-specific data management plan which you developed. What areas did it address?

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

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

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

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

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. 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?

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

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

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

13. Share an experience in which your attention to detail and thoroughness had an impact on your last

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company.

14. 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.

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

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

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

18. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

19. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

20. Share an experience in which you resolved a difficult problem.

21. Describe an effective clinical database which you designed and/or validated.

22. Provide an example when your ethics were tested.

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 a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

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

26. Share an experience in which your understanding of a current or upcoming problem helped your company

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to respond to the problem.

27. Share an effective method you have used to perform quality control audits and to ensure accuracy, completeness, and/or proper usage of clinical systems and data.

28. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

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

30. 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.)