

Communications Department Head Interview Questions

1. Tell me how you organize, plan, and prioritize your work.
2. Share an experience in which you successfully prepared and/or delivered a lecture to students. 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. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
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. 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. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
17. 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.)
18. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
19. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
20. Please share an experience in which you presented to a group. What was the situation and how did it go?
21. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
22. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
23. 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.
24. 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.)
25. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the

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candidate is dependable.)

26. Provide an example when your ethics were tested.

27. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

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

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

30. Describe an examination you administered which was effective. How about one which was not as effective?