

## Adult Probation Officer Interview Questions

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

2. Share an effective method you have used to interview probationers and/or parolees and evaluated their progress.

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

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. 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?

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

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

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

12. 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.

13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was

## Adult Probation Officer Interview Questions

the impact?

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

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

16. Provide an example when your ethics were tested.

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

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

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

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

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

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

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

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

26. How do you balance cooperation with others and independent thinking? Share an example. (Try to

## Adult Probation Officer Interview Questions

determine if the candidate has a cooperative attitude or is otherwise good-natured.)

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

28. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

29. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

30. Provide an experience in which you administered drug and alcohol tests.