

## Extension Service Supervisor Interview Questions

1. 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?

2. What kind of experience do you have advising farmers and demonstrating techniques in areas such as feeding and health maintenance of livestock, growing and harvesting practices, and financial planning?

3. Describe an experience when you conducted classes or delivered lectures on subjects such as nutrition, home management, and farming techniques.

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

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

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

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

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

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

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

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

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

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

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14. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
15. 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.)
16. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
17. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
18. Please share an experience in which you presented to a group. What was the situation and how did it go?
19. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
20. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
21. Share an effective approach to maintain records of services provided and the effects of advice given.
22. What is the most challenging part of collecting and evaluating data in order to determine community program needs?
23. Walk me through how you collaborate with producers in order to diagnose and prevent management and production problems.
24. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
25. 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.)

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26. Provide an example when your ethics were tested.

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

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28. 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.)

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29. Share an experience in which your willingness to lead or offer an opinion helped your company.

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

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