

Planning Analyst Interview Questions

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| 1. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 2. Tell me how you organize, plan, and prioritize your work. |
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| 3. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
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| 4. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 5. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 6. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 7. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 8. Share an effective method you have used to determine the prices at which securities should be syndicated and/or offered to the public. |
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| 9. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 10. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 11. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 12. Would you consider analyzing data or information a strength? How so? |
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| 13. 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? |

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

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

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

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

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

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

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 an example of when you were persistent in the face of obstacles.

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. 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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27. 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.)

28. Share an experience in which you recommended an investment or investment timing to a company, staff, or the public with good results. How about a time when your recommendation was not very effective?

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

30. 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?