

Education Coordinator Interview Questions

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

2. Tell me about an effective health education or promotion program which you developed and/or presented.

3. 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?

4. Describe a time when you successfully provided personal assistance to a coworker or patron.

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

8. Give me an example of when you thought outside of the box. How did it help your employer?

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. 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?

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

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

14. Share an example of a time you had to gather information from multiple sources. How did you determine

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which information was relevant?

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

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 were able to demonstrate excellent listening skills. What was the situation and outcome?

18. Provide an example when your ethics were tested.

19. 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.)

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

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

23. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

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

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

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

28. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

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

30. Name a time when your creativity or alternative thinking solved a problem in your workplace.