

## Information Technology Specialist Interview Questions

1. Tell me how you organize, plan, and prioritize your work.
2. Share an effective method you have used to prevent violations of computer security procedures.
3. Share an experience you had in dealing with a difficult person and how you handled the situation.
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. Share an experience when you applied new technology or information in your job. How did it help your company?
6. Give me an example of when you thought outside of the box. How did it help your employer?
7. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
8. Would you consider analyzing data or information a strength? How so?
9. 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?
10. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
11. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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14. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

15. Provide an example when your ethics were tested.

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

17. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

18. What is the most challenging part of budgeting for you?

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

20. 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.)

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

22. Describe an effective method you have used to encrypt data transmissions and erect firewalls.

23. Tell me about a plan you developed which successfully safeguarded computer files against modification, destruction, or disclosure. What is one thing you would change about your plan?

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

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

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

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

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

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

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