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

2. What is the state of the databases you maintain? What is one thing you are trying to improve upon?

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

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

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

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?

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

15. 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?

16. 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.

17. 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?

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

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

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

21. Provide an example when your ethics were tested.

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

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. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

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

26. 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.)

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

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

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

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