1. Share an example of how you maintain accurate and detailed documentation.

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

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

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

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

6. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

7. Tell me about a recent experience you've had working with your hands.

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

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

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

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. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

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

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respond?

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

16. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

17. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

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

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. Can you recall an experience when a patient's care or health was substantially different because of your close monitoring?

22. Can you recall an experience when a patient's care or health was substantially different because of your close monitoring?

23. 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.

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

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

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26. 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?

27. Provide an example when your ethics were tested.

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

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

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