

## Administrator Interview Questions

1. 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.

2. Share an experience in which you successfully assisted a teacher in solving a difficult problem with a student's progress.

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 how you organize, plan, and prioritize your work.

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

9. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

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

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

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

13. 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?

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14. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

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

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

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

18. Provide an example when your ethics were tested.

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

20. 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?

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

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

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

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

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

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

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

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

29. Share an experience in which your willingness to lead or offer an opinion helped your company.

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.)