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 monitoring a patient's progress helped you identify the need for adjusting a treatment.

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

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

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

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

12. Would you consider analyzing data or information a strength? How so?

13. 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?

14. Share an effective approach to working with a large amount of information/data. How has your approach

affected your company?

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

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

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

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

22. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

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

24. Provide an example when your ethics were tested.

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

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

27. 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.)

28. 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?

29. What is the state of your reports and documentation? What is something you would like to improve?

30. Provide an experience in which you used tests and/or special instruments to evaluate patients and gather information on the type and degree of impairments.