

## Survey Coordinator Interview Questions

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

2. Share an effective method you have used to verify the accuracy of survey data. Provide an experience.

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

4. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

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

6. 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?

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

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

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

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

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

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

13. Share an experience in which you've successfully learned how to handle a new piece of equipment?

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

15. How do you stay fit in order to perform physical activities that are required in the workplace?

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

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

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

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

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

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

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

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

25. What methods have you found useful in calculating characteristics of terrain, such as height, depth, and property lines.

26. Provide an effective method you have used to obtain information about property boundaries.

27. Provide an example when your ethics were tested.

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

29. What is the state of your reports of surveys performed? What is one thing you would like to improve in your documentation?

30. Describe a description of a property boundary survey you wrote which you were happy with. How about one you were unhappy with?