

Planning Director Interview Questions

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

2. Share an example when you recommended transportation system improvements or projects, based on economic, population, land-use or traffic projections.

3. Describe methods you have found effective to review development plans for transportation system effects, infrastructure requirements, or compliance with applicable transportation regulations.

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

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

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

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

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

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

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

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

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

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

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14. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
15. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
16. Name a time when you prepared reports or recommendations on transportation planning.
17. Share an experience you had in dealing with a difficult person and how you handled the situation.
18. How often have you participated in public meetings or hearings to explain planning proposals, to gather feedback from those affected by projects, or to achieve consensus on project designs. Share an example.
19. What factors do you consider when defining regional or local transportation planning problems or priorities?
20. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
21. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
22. 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.)
23. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
24. Walk me through how you would analyze and interpret data from traffic modeling software, geographic information systems, or associated databases.
25. 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.)

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26. What is the most challenging part of documenting and evaluating transportation project needs and costs?

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

28. Name a time when you developed design ideas for new or improved transport infrastructure, such as junction improvements, pedestrian projects, bus facilities, and car parking areas.

29. What factors do you consider when producing environmental documents, such as environmental assessments or environmental impact statements?

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