

Office Technology Instructor Interview Questions

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

2. Share an experience in which you effectively supervised and monitored students' use of tools and/or equipment.

3. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

4. 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?

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

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

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

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

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

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

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

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

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

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14. Give me an example of when you thought outside of the box. How did it help your employer?
15. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
16. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
17. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
18. 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.
19. 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.)
20. Please share an experience in which you presented to a group. What was the situation and how did it go?
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. Name a time when your patience was tested. How did you keep your emotions in check?
23. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
24. Provide an example when your ethics were tested.
25. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)
26. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

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

28. 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.)

29. Provide an effective method you have used to observe, evaluate, and/or provide feedback on students' work. Share an experience.

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