

Candidate Name _____

Date _____

Personnel Department Secretary Questions – Screening Interview

Please provide me with a brief overview of your professional experiences and why you are interested in working in our school district.

Sometimes we all have to work with people whose style differs from our own. Can you tell me about a time when you had to adjust to a colleague's work style to finish an important project?

Describe a recent situation in which attention to detail was critical to success. How did you contribute?

Tell me about the systems and processes you use to ensure good follow-up. Walk me through the follow-up steps of a recent project.

Tell me about a work situation that required you to adapt to a wide variety of people. What did you find difficult about that? What did you enjoy?

Tell me about a time when you had to learn new responsibilities. How did you learn them? How long did it take? What problems did you encounter?

Tell me about an instance in which you were unable to get your point across to someone on the telephone. How could you have avoided this problem?

Give me a specific example of a project that you had planned. How did you organize and schedule the tasks? Tell me about your action plan.

We sometimes identify a small problem and fix it before it becomes a big problem. Give me an example of when you have done this.

How do you “break the ice” with people you meet for the first time? With coworkers? With managers? Give me some examples of this.

Tell me about a problem that you’ve solved in an unusual way.

How do you manage your schedule so that you have time for important projects as well as day-to-day responsibilities? Please share a specific example.

Occasionally, a fellow coworker may request that you reveal confidentiality. How will you respond to this request?

Describe your familiarity with office software programs. What are some of the advanced features of a word processor that you have used?

With so many different types of documents, eforms, email messages, and various reports, how will you organize your documents for storage and retrieval?

Do you have any questions for me?