



Sample Interview Questions

1. Leaders do not need a title to lead. How have you demonstrated your leadership?
2. Describe your ability to communicate and interact in an effective manner both orally and in writing with people from diverse backgrounds and at different levels of an organization.
3. What qualities do you believe an effective employee must possess in order to excel in this position, and why? Of these qualities, describe the ones which you think are personal strengths of yours, and provide an example of where these strengths will be an asset in this position.
4. What project or task is your most significant accomplishment to date? Walk through the project. How did you manage it? What mistakes did you make? What recommendations or decisions did you make?
5. One constant in the agency is change. Name a high-pressure situation you have encountered – what happened? Who was involved? What did you do in terms of resolution?
6. Consider an area you can improve upon and what steps you can take to actively improve in this area.
7. Describe your ability to gather, analyze and compile information in order to identify issues, formulate alternatives, and recommend or implement solutions (that stress continuous improvement).
8. Describe your ability to make timely and effective decisions in setting work priorities under pressure and meeting deadlines.
9. How do you handle individuals on a team who are not pulling their weight?
10. If selected, how will your background and experience contribute to this office and the areas it serves?