

EXECUTIVE SECRETARY TO SUPERINTENDENT - INTERVIEW QUESTIONS

Candidate _____ Interviewer _____

Date _____

1. Share posting and explain the vacancy.

2. Please tell us a brief summary about background and how it relates to the qualifications for this position.

3. Why do you want to work for (School District)?

4. What do you expect to be the biggest challenge with the position?

5. Describe a situation on the job when your work required you to be creative, to solve problems, or to make a decision.

6. What characteristics do you admire most in fellow workers?

7. Describe a situation on the job when you had to work as a member of a team.

8. Do you prefer working on your own or with others? Why?

9. Suppose a supervisor or fellow worker offers a suggestion about a way to improve some aspect of the work process, but you are certain the improvement won't work well. How would you respond?

10. What course work have you taken to prepare you for the position?
11. There are many occasions when it is necessary to prepare a written report, letter, or memo. Thinking back on your previous experience, what are the elements of a clear and concise written document?
12. Talk about when you have worked in a stressful situation and relate the situation to an office setting.
13. Your supervisor has a last minute job to get done. He/she requests that you stay over for an hour. You already have plans. If you stay the hour you will be late. How do you handle the situation?
14. Tell us about your familiarity with computers. What experience do you have? What programs have you worked with?
15. You are at your desk and your boss is away from the building attending a meeting. A student runs in and shouts that a fight has broken out in the classroom. What would you do?
16. Throughout your education, what accomplishments are you most proud of? Describe how it was achieved.
17. If we were to talk with your acquaintances and co-workers, how would they describe you as a person?
18. How do you know when people clearly understand what you have communicated?

19. How do you handle confidentiality?

20. A Board member comes into the office. The Superintendent is in a meeting. The Board member insists that he/she talk with the Superintendent. How would you handle the situation?

21. You have been assigned a project by the Superintendent. You have a month to complete the project. What process would you use to complete it on time?

22. Why should (School District) hire you?

23. Do you have any questions for us?