Applicant's Name_____   Date_____

Data and Systems Specialist Interview Questions

1. Please provide us with a brief overview of your professional career and your interest in this position and in our school district.

2.What steps to you take to study a problem before making a decision? Use an example related to data, spreadsheets or other systems to illustrate this. (Analysis)

3. In your current position, how do you define doing a good job? Give some examples of when your definition was not met and what you did about it. (Work Standards)

4. Describe your thought process when analyzing data to come to a decision. Share an example. (Logic)

5. Give us an example of a time you decided not to take action, even though you were pressured to do so. How did you evaluate the situation? What was the result? (Risk Taking)

6. Sometimes we have jobs or projects that change in midstream. Tell us about a time when this happened to you and how you dealt with it. (Adaptability/Flexibility)

7. Describe an innovative idea you developed that led to the efficient implementation of an initiative. (Creativity/Innovation)

8. Crises usually require us to act quickly. In retrospect, how would you have handled a recent crisis differently, if you had been given more time to think before acting? (Crisis Management)

9. Tell us about a complex systems problem that you solved recently. How did you decide what to do? What were the key elements that you considered? (Logic)

10. Sometimes opportunities come disguised as problems. Can you tell us about a time when you realized an opportunity? What did you do? What were the results? (Initiative)

11. Give us a specific example of a project that you planned. How did you organize and schedule the tasks? Tell us about your action plan. (Planning and Organization)

12. Describe a situation in which your supervisor was not available and a problem arose that needed immediate attention. How did you handle it? (Problem Solving)

13. Describe a time when you worked with a team to solve a data or system related problem. What steps did you take to resolve the problem? What was the outcome? (Team Work)

14. Have you ever been given an assignment to do but not the resources to do it? How did you handle it? Give us a specific example. (Resourcefulness)

15. Do you have any questions for us?