| 1. Give me an example of when you thought outside of the box. How did it help your employer? |
|---|
| |
| 2. Share an effective method you have used to enforce rules and regulations. |
| |
| 3. Provide an example of a time when you successfully organized a diverse group of people to accomplish a |
| task. |
| |
| 4. Describe a time when you successfully provided personal assistance to a coworker or patron. |
| |
| 5. Share an experience you had in dealing with a difficult person and how you handled the situation. |
| |
| 6. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the |
| candidate has open lines of communication.) |
| |
| 7. How do you stay fit in order to perform physical activities that are required in the workplace? |
| |
| 8. Tell me how you organize, plan, and prioritize your work. |
| |
| 9. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the |
| situation and outcome? |
| |
| 10. What is the key to success when communicating with the public. |
| |
| 11. 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? |
| |
| 12. Share an experience in which you successfully coordinated with others. How about a coordination effort |
| that was not as successful? |
| |
| 13. Provide an example when you were able to prevent a problem because you foresaw the reaction of another |
| person. |
| |
| 14. Share an example of a time you had to gather information from multiple sources. How did you determine |
| which information was relevant? |

| 15. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic. |
|---|
| |
| 16. Please share an experience in which you presented to a group. What was the situation and how did it go? |
| |
| 17. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
| |
| 18. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
| |
| 19. Provide an example when your ethics were tested. |
| |
| 20. Name a time when your patience was tested. How did you keep your emotions in check? |
| |
| 21. 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.) |
| |
| 22. 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.) |
| |
| 23. Provide an experience in which you managed the daily operations of a recreational facility. |
| |
| 24. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them. |
| |
| 25. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment? |
| |
| 26. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.) |
| |
| 27. Provide a time when you dealt calmly and effectively with a high-stress situation. |

| 28. Tell me about an experience in which you analyzed information and evaluated results to choose the best |
|--|
| solution to a problem. |
| |
| 29. Share an experience in which your attention to detail and thoroughness had an impact on your last |
| company. |
| |
| 30. Describe an experience in which you effectively administered first aid. |
| |
| 31. 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. |
| |
| 32. Tell me about a time when you developed your own way of doing things or were self-motivated to finish |
| an important task. |
| |
| 33. Tell me about a recreational activity which you organized, led, or effectively promoted interest in. |
| |
| 34. Share a time when you willingly took on additional responsibilities or challenges. How did you |
| successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and |
| can demonstrate some initiative.) |
| |
| 35. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
| |
| 36. Share an experience in which your willingness to lead or offer an opinion helped your company. |
| |
| 37. Share an experience in which you supervised and coordinated the work activities of personnel (e.g. |
| training staff or assigning work duties). What methods made you successful? |
| |
| 38. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges |
| and results? |
| |
| 39. Please share an experience in which you successfully taught a difficult principle or concept. How were you |
| able to be successful? |
| |

| 40. Provide an experience in which you conferred with management to resolve a participant complaint. |
|--|
| |
| 41. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was |
| the impact? |
| |
| 42. Provide an experience in which you effectively conducted individual in-room visits with residents. |
| |
| 43. Describe an effective method you have used to explain principles, techniques, and safety procedures to |
| participants in recreational activities. |
| |
| 44. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, |
| develop, and direct the worker(s)? |
| |
| 45. Share an experience in which you adapted an activity to better meet participant needs. |
| |
| 46. Provide an experience in which you evaluated recreation areas, facilities, and services to determine if they |
| were producing desired results. |
| |
| 47. Share an experience in which collaborating with professional personnel helped you to effectively plan |
| balanced recreational programs. |
| |
| 48. Provide an experience in which you effectively encouraged a participant to develop an activity or |
| leadership skills. |
| |
| 49. Share your experience evaluating staff performance. |
| |
| 50. Share an experience in which your ability to consider the costs or benefits of a potential action helped you |
| choose the most appropriate action. |
| |
| 51. Tell me about an effective special activity or event which you directed. |
| |
| 52. Provide an example of when you were persistent in the face of obstacles. |
| |
| 53. Share an experience in which you provided for entertainment and/or set up related decorations and |

| equipment. |
|---|
| |
| 54. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
| |
| 55. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.) |
| |
| 56. Tell me about a recreational facility or area for which you oversaw the purchase, planning design, construction, and/or upkeep. |
| |
| 57. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective? |
| |
| 58. Share an experience when you applied new technology or information in your job. How did it help your company? |
| |