1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Tell me about an effective health education or promotion program which you developed and/or presented.
3. 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?
4. Describe a time when you successfully provided personal assistance to a coworker or patron.
5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the
candidate has open lines of communication.)
6. Tell me how you organize, plan, and prioritize your work.
7. Share an experience when you applied new technology or information in your job. How did it help your
company?
8. Give me an example of when you thought outside of the box. How did it help your employer?
9. Tell me about an experience in which you analyzed information and evaluated results to choose the best
solution to a problem.
10. Would you consider analyzing data or information a strength? How so?
11. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and
standards that were applicable to your area of responsibility?
12. Share an effective approach to working with a large amount of information/data. How has your approach
affected your company?
13. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
14. Share an example of a time you had to gather information from multiple sources. How did you determine

which information was relevant?
15. Please share an experience in which you presented to a group. What was the situation and how did it go?
16. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
17. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the
situation and outcome?
18. Provide an example when your ethics were tested.
19. 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.)
20. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the
candidate is dependable.)
21. Provide an experience in which you were sensitive to somone's needs or feelings. How did your
helpfulness affect your work environment?
22. What are some long-range objectives that you developed in your last job? What did you do to achieve
them?
23. Tell me about a time when you developed your own way of doing things or were self-motivated to finish
an important task.
24. Name a time when your patience was tested. How did you keep your emotions in check?
25. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?
(Make sure the candidate is flexible.)
26. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was
the impact?

27. Provide a time when you dealt calmly and effectively with a high-stress situation.
28. 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.)
29. In your experience, what is the key to developing a good team? (Look for how they build mutual trust,
respect, and cooperation.)
30. Name a time when your creativity or alternative thinking solved a problem in your workplace.
31. Share an experience in which your attention to detail and thoroughness had an impact on your last
company.
32. 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.)
33. Share an experience in which your willingness to lead or offer an opinion helped your company.
34. Provide an example when you were able to prevent a problem because you foresaw the reaction of another
person.
35. Provide an example of when you were persistent in the face of obstacles.
36. Share an example of when you established and accomplished a goal that was personally challenging. What
helped you succeed?
37. What is the key to success when communicating with the public.
38. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation
or improve an ongoing one. (Look for the candidate's ability to learn.)
39. Share an experience in which you supervised a staff. What methods made you a successful supervisor?

40. What is the state of your records? What is one thing you would like to improve?
41. Provide an example of when you set expectations and monitored the performance of subordinates. What
guidance and direction did you find most effective?
42. Tell me about an evaluation or diagnostic study you designed and/or conducted which effectively helped
you to assess the quality or performance of a health education program.
43. 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.
44. Provide an example of a time when you successfully organized a diverse group of people to accomplish a
task.
45. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges
and results?
46. Share an effective method you have used to solicit funding for health education programs.
47. Describe an effective method you have used to provide program information to the public.
48. Describe an experience in which you identified the educational needs of your students and successfully
developed a way to teach/train them.
49. Provide an experience in which you provided guidance to an agency or organization on the assessment of
health education needs or the development/delivery of health education programs.
50. Share an effective method you have used to develop and/or maintain cooperative working relationships
with agencies and organizations.
51. What factors do you consider when developing plans and/or policies to achieve health education objectives
and services?
52. Describe an effective health education material which you prepared. Share a successful method you have

used to distribute materials.
53. Share an experience in which your ability to consider the costs or benefits of a potential action helped you
choose the most appropriate action.
54. Tell me about a time when your ability to analyze needs and product requirements helped you create an
effective design or make an informed decision to benefit your company.
55. Provide an experience in which your ability to actively find ways to help people improved your company
or your own work ethic.
56. Describe a time when you successfully persuaded another person to change his/her way of thinking or
behavior.
57. Share an experience in which your understanding of a current or upcoming problem helped your company
to respond to the problem.