# Director Of Records Management Interview Questions

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| 1. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. |
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| 2. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 4. Tell me how you organize, plan, and prioritize your work. |
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| 5. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 6. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 7. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
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| 8. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 9. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
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| 10. Provide an example when your ethics were tested. |
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| 11. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
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| 12. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 13. What is the key to success when communicating with the public. |
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| 14. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 15. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task. |
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| 16. 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.) |
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| 17. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 18. 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? |
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| 19. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 20. Name a time when your patience was tested. How did you keep your emotions in check? |
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| 21. 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.) |
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| 22. What is the most challenging part of budgeting for you? |
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| 23. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 24. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.) |
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| 25. Would you consider analyzing data or information a strength? How so? |
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| 26. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 27. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 28. Provide a time when you dealt calmly and effectively with a high-stress situation. |
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| 29. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment? |
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| 30. Please share an experience in which you successfully planned, administered, and/or controlled a budget for a contract, equipment, or supplies. |
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| 31. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 32. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person. |
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| 33. Share an experience in which your willingness to lead or offer an opinion helped your company. |
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| 34. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)? |
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| 35. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.) |
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| 36. 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. |
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| 37. Provide an experience in which you sucessfully directed the supportive services department of a business, agency, or organization. |
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| 38. What is your secret to monitoring a facility? |
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| 39. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action. |
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| 40. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic. |
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| 41. Tell me about the last time you hired a clerical or administrative worker. How did you make your decision? How about a time when you terminated an employee? |
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| 42. Tell me about the last time you prepared and/or reviewed operational reports or schedules to ensure accuracy and efficiency. |
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| 43. Provide an example of when you were persistent in the face of obstacles. |
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| 44. How do you effectively set goals and deadlines for a department? |
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| 45. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 46. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem. |
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| 47. Tell me about the last time one of the machines you oversaw needed maintenance or repair. What did you do to ensure the work was done in a timely and acceptable manner? |
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| 48. 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.) |
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| 49. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
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| 50. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer? |
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| 51. Provide a time when you improved efficiency in a construction or renovation project. (Make sure the |

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| candidate ensured that the facility met all environmental, health, security, and governmental standards.) |
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| 52. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful? |
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| 53. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
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| 54. Provide an experience in which your participation in planning and design of architecture and/or engineering helped your company. |
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| 55. Describe a situation in which you successfully conducted a class to staff to teach procedures to staff. |
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| 56. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
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| 57. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 58. Tell me about a time when you recommended the implementation of a procedure or policy, or a change to one, which improved operations in your company. |
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| 59. Tell me about the last time you managed leasing of facility space for your company. |
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| 60. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.) |
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| 61. 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.) |
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| 62. 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? |
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| 63. Describe a time when you successfully provided personal assistance to a coworker or patron. |

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| 64. Tell me about a recent experience you've had working with your hands. |
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| 65. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them. |
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| 66. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective? |
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| 67. What is the key to a successful budget? |
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