Contract Coordinator Interview Questions

1. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
2. Describe an experience in which you successfully directed and/or coordinated activities of a buying, selling, or distributing staff. What made you successful?
3. What is the most challenging part of budgeting for you?
4. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?
5. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
6. 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?
7. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
8. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
9. Share an experience you had in dealing with a difficult person and how you handled the situation.
10. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
11. Tell me how you organize, plan, and prioritize your work.
12. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
13. Share an experience when you applied new technology or information in your job. How did it help your

company?
14. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
15. Would you consider analyzing data or information a strength? How so?
16. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
17. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
18. 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.)
19. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
20. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
21. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
22. 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.
23. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
24. Please share an experience in which you presented to a group. What was the situation and how did it go?
25. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the

situation and outcome?
26. What is the key to a successful budget?
27. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
28. Provide an example when your ethics were tested.
29. Give me an example of when you thought outside of the box. How did it help your employer?
30. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
31. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
32. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
33. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
34. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
35. Share an experience in which you represented your company in negotiating a difficult contract with a supplier.
36. 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?
37. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

38. Name a time when your patience was tested. How did you keep your emotions in check?
39. 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.)
40. Tell me about the last staff you interviewed, hired, and trained.
41. 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.)
42. Provide a time when you dealt calmly and effectively with a high-stress situation.
43. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.
44. Share an experience in which you successfully located a vendor and interviewed them about product availability and terms of sale.
45. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
46. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
47. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
48. 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.)
49. Share an experience in which your willingness to lead or offer an opinion helped your company.
50. Provide an example of when you were persistent in the face of obstacles.

51. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
52. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
53. Tell me about the last time you prepared and processed a requisition and purchased the orders for supplies.
54. Share an experience in which you successfully developed and/or implemented purchasing or contract management procedures/policies.
55. Tell me about the last time you maintained records of goods ordered and received.
56. Describe the last time you prepared a bid award which required board approval.
57. Provide a time when you analyzed market and delivery systems and successfully assessed material availability.
58. Describe a time when your participation in the development of specifications for a product helped your company.
59. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
60. Share an experience in which you successfully resolved a grievance.
61. Tell me about specifications for issuing and awarding bids which you approved. How about specifications you did not approve?
62. Tell me about the last budget you controlled.
63. 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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64. Share with me your last experience reviewing purchase order claims and contracts for conformance to policy.
65. Name a time when your creativity or alternative thinking solved a problem in your workplace.
66. Tell me about the last reports you prepared with regard to market conditions or merchandise costs.
67. Tell me about your last experience administering online purchasing systems.
68. 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?
69. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment?
70. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.
71. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
72. Describe a time when you successfully provided personal assistance to a coworker or patron.