Financial Administrator Interview Questions

1. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
2. Tell me about a time you networked within a community to attract new business with good results.
3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
4. 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?
5. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
6. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
7. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
8. What is the key to success when communicating with the public.
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.)