Management Information Systems Coordinator (mis Coordinator) Interview Questions

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

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. 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?
17. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
18. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
19. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
20. 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.
21. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
22. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
23. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
24. 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?
25. 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?

26. Provide an example when your ethics were tested.
27. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
28. Please share an experience in which you presented to a group. What was the situation and how did it go?
29. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
30. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?