Chief Administrative Officer Interview Questions

1. What is the most challenging part of budgeting for you?
2. 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?
3. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
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. Give me an example of when you thought outside of the box. How did it help your employer?
8. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
9. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
10. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
11. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
12. Please share an experience in which you presented to a group. What was the situation and how did it go?
13. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

14. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
15. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
16. 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.
17. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
18. Share an experience when you applied new technology or information in your job. How did it help your company?
19. 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?
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. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
22. 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?
23. What is the key to success when communicating with the public.
24. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
25. Share an experience in which your willingness to lead or offer an opinion helped your company.

26. Name a time when your patience was tested. How did you keep your emotions in check?
27. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
28. Provide an example when your ethics were tested.
29. Provide a time when you dealt calmly and effectively with a high-stress situation.
30. 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.)
31. Would you consider analyzing data or information a strength? How so?
32. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
33. 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.)
34. Provide an example of when you were persistent in the face of obstacles.
35. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
36. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
37. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
38. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

39. 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?
40. 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.)
41. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
42. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
43. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
44. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
45. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
46. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment?
47. How do you measure the productivity and goal achievement of your department or team?
48. Name a time when your creativity or alternative thinking solved a problem in your workplace.
49. What has been your involvement in creating and managing your organization's budget? Tell me about the process.
50. What kind of experience do you have preparing work schedules and assigning specific duties?
51. Describe an experience in which you identified the educational needs of your students and successfully

developed a way to teach/train them.
52. 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.
53. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
54. Describe a time when you successfully provided personal assistance to a coworker or patron.
55. Share a time when you established a new policy, goal, or objectivefor your department. What brought about the change? Did you need to get approval before implementing?
56. How have you determined staffing requirements in the past?
57. Share an example of how you decided to change which products or services your company would offer.
58. 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.)
59. Tell me about a good experience you have had monitoring businesses and agencies to ensure efficient and effective services within budgetary limits. How about a bad experience?
60. Tell me about an experience you have had locating, selecting, or procuring merchandise for resale.
61. Tell me about the last experience you had managing the movement of goods into and out of production facilities.
62. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
63. Tell me about a time you successfully implemented or developed marketing strategies. What made this experience successful?

64. Share an experience when you planned or directed sales promotions.
65. Share an experience you had in recommending a location for a new facility or an experience you had remodeling or renovating a facility.
66. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
67. What has made you successful in directing non-merchandising departments of businesses?
68. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.
69. 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.)
70. What is the key to a successful budget?
71. Tell me about a recent experience you've had working with your hands.
72. Describe a time when you successfully implemented an environmental management or sustainability program to address a recycling, conservation, or waste management issue.
73. Tell me about the last time you planned a store layout or designed a display.
74. Share an experience in which you oversaw the assembly, fabrication, construction, maintenance, or modification of equipment. How did you communicate to the staff what you wanted?