Under Secretary 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?