Production Coordinator Interview Questions

1. Share an experience when you applied new technology or information in your job. How did it help your company?
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 when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
4. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
5. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
6. Share an experience you had in dealing with a difficult person and how you handled the situation.
7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
8. Tell me how you organize, plan, and prioritize your work.
9. Give me an example of when you thought outside of the box. How did it help your employer?
10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
11. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
13. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate,

develop, and direct the worker(s)?
14. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
15. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
16. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
17. 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.
18. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
19. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
20. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
21. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
22. Please share an experience in which you presented to a group. What was the situation and how did it go?
23. 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?
24. 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?

25. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
26. Share an experience in which your willingness to lead or offer an opinion helped your company.
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. 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?
29. 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.)
30. 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.)