

Interviewing Questions – PSS Analyst

Please use only the questions that match requirements for your position

- Introductions
 - We're interested in learning more about your skills and experience, and how you performed your work. We will ask questions and provide time at the end for you to ask us questions.
1. Tell us about your experience working in _____.
 2. Give us an example of a project that you were responsible for or in which you played a major role. Outline the project goals for us. Walk us through your contribution and the process. What were the end results? (organizing and planning, problem solving and decision-making)
 3. Please describe the breadth of your writing experience and explain the types of writing that you have done.
 4. Please explain the types of research you have conducted, how you went about it, and what was the end result.
 5. Describe for us how you handled a specific situation when you had to juggle multiple competing priorities, and what were the results? (organizing and planning)
 6. Describe your most successful team experience. What was your role? Why was it successful? (team participation)
 7. What computer programs are you most proficient in? (probe for detail on programs the person will use on this job and how they have used them on other jobs) Please give us an example of
 8. In your current position who are your customers? What are their needs? How do you know you are meeting their needs?
 9. Describe how you established partnering relationships with your clients.
 10. Tell us about a situation where you were working with a very demanding customer. How did you handle the situation, and what was the result?
 11. Describe examples of problem solving and decision making required in your job.

12. Describe a failure/mistake in your professional life. What did you do about it?
13. Have you had to explain data? How it was derived and what it means? Who was the audience?
14. Provide examples of projects that you were responsible for that required extensive coordination.
15. What kind of deadlines have you had to work with? If a deadline could not be met, what did you do?
16. Are you able to travel on a regular basis?
17. Describe something you worked on that involved a lot of detail, and how you handled it?
18. How does this position meet your professional/personal career goals?
19. Walk us through an example of a time when you needed to advise someone (applicant, manager, administrator) regarding the interpretation of a policy, procedure or process. How was this advice received? What was the outcome?
20. Recount to us a time when you had to make a decision on your own based on your analysis of the applicable policy/procedure.
21. Describe to us one example where you had to communicate something to someone where they initially did not get it – how did you reach a point of understanding the issue and what was the outcome?
22. What work have you done that involved working with sensitive or confidential issues?
23. What are your reasons for leaving your current position? Why are you interested in this position?
24. What methods do you use to keep people in the loop?

25. How do you know that you fully understand what others are saying?

26. Finally, what questions would you like to ask us?