



Interview Questions

Name:

Date:

1. What do you know about WATI?
2. What appeals to you about working here?
3. Are you presently employed elsewhere?
4. Are you familiar with the streets and avenues of Watertown?
5. What are your available hours and days to work?
6. Do you have experience with computers/tablets?
7. Do you like helping people?
8. **What is your attendance history? Dependability?**
9. WATI serves a diverse clientele with many different personalities. Some may be difficult to deal with at times. How do you handle serving people who may annoy you or become difficult in person and/or on the phone?
10. What are your feelings about traveling for training/meetings?
11. What makes you the best candidate for this position?

Interview Questions - Round 2

Team

1. in your experience, what is the key to developing a good team? (Look how they build mutual trust, respect, and cooperation)
2. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not successful?
3. Share an example of how you helped coach or mentor someone and what improvements did you see in that person because of your actions.

Self-Motivation

1. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
2. Share an example when you went above and beyond the call of duty (Looking for dependability)
3. Tell us how you organize, plan and prioritize your work.

Situations

1. Name a time when your patience was tested. How did you keep your emotions in check?
2. Share an experience (no names) you had in dealing with a difficult person and how you handled the situation.
3. Provide an example of working in a rapidly evolving workplace. How did you deal with the changes and the fast pace. (Flexibility).

Presentation skills

1. How would you rate your presentation skills, such as speaking to groups of people, large and/or small?
2. Please share an experience in which you presented information or facts about your company to a group. What was the situation and how did it go?

Other skills

1. Would you consider analyzing data or information a strength. How so?
2. Give an example of when you thought outside of the box and how did it help your employer?

3. Share an experience in which you successfully investigated and resolved a complaint against you or the company.

Candidates (Brief synopsis of each candidate)

(1:00 pm) Assistant Dir and Office Manager....Past and present Transit exp...Management exp...very good with numbers and stats

(1:30 pm) Office Manager.....Would appear to be a great candidate and has a lot of background with public service and Human Relations and some marketing skills. Always

(2:00 pm) AssistantDirector.....Business operations exp. w/ non-profit (ICAP). Has good office skills and passionate about helping people.

(2:30 pm) _____..... Good resume. Office mgmt., graphic design, website background

(3:00 pm) Office Manager.....Dispatch exp....business degree @ LATI....some transit knowledge. Has many qualifications we could use as...

(3:30 pm) Assistant DirectorVOA office, social worker, yrs. of exp. Works with transit often, general understanding, fund raising - idea person. Good resume.

(4:00 pm) Assistant Director/Office Manager Asst Dir. for Watertown CVB under Karen Witt....Knowledgeable about fund raising, marketing, HR, PR and some transit.