Interview Questions by Position Type

Administrative
- This position will deal with calendaring, coordinating travel and processing and tracking expense reimbursements. Please explain your past experience in dealing with managing these tasks.
- If you have to choose between "set tasks" and "special projects," which do you prefer and why?
- This position will be supporting multiple parties who have competing demands. How will you balance the workload?
- Please tell me about your work experience, including the type of advanced administrative responsibilities you've had.
- Please describe your experience and skills in the area of coordinating and planning meetings, conferences and special events.
- How would you go about scheduling meetings with groups of people that do not all use the same scheduling system and all have very full plates? What happens when one of the leaders later cannot make the meeting and asks you to reschedule?
- Scenario: You've been trying to get a clinician to complete a required form for three weeks. It's due to an outside entity in a week and now they say they are booked solid with patients and cannot get it done, and besides, it's not a priority of theirs. How will you handle this?

Communications
- Tell us about your experience with managing internal communications.
- Describe your experience with developing strategic marketing plans.
- You have limited/no experience in health care (and/or higher ed). What will you do to fill that knowledge gap?
- What kinds of external marketing materials have you developed?
- What experience have you had with websites and social media?

RSP
- Describe your experience working as part of a research team. What were your responsibilities and what tasks did you perform?
- Tell us about your experience with managing clinical trials. How many clinical trials have you been involved with, and what were your primary responsibilities? What obstacles have you run into and how have you overcome them?
- You are working with a program manager who is leading this project. You are tasked with sending out a communication to outside organizations that has a tight deadline, but you need the program manager's input to finalize the document. So far your reminders (both via email and in person) have not been answered. How do you proceed?
- What experience do you have with IRB protocols and HIPAA paperwork? What experiences have you had in dealing with sensitive or confidential information?
- What type of record keeping/control measures have you been responsible for? Do you have experience with development and maintenance of databases?
- What experiences have you had in dealing with sensitive or confidential information?
  Please describe your project management experience and highlight areas that are strengths for you and areas that you are working toward improving.

Data Analyst
- Describe any experience that you have working as part of a research team. What were your responsibilities and what tasks did you perform?
- Describe any experience you have had with extracting, preparing, or analyzing data from medical records (EHRs) or claims. What was the biggest challenge and how did you address it?
- Have you used SAS to read data from external sources? Specifically: Oracle/PostgreSQL/SQLServer/ Access/Excel or any that I haven't mentioned? On what platforms have you used SAS? How recently?
- Describe your experience preparing tables for manuscripts.
- Describe your experience writing methods and results sections for reports or manuscripts.
- Give us an example of a time you had to use your analytic skills to solve a complex problem.

IT
- Describe the difference between Microsoft 365 and Microsoft Azure. (example of a technical question)
- Describe how you would handle the following situation: You're working on a project for your boss that is due in an hour, a faculty member drops by to ask you a question and your telephone is ringing. How would you handle this type of work environment on an on-going basis?
- Describe your experience with setting up computers right out of the box for a group of end users.
- Which operating systems do you prefer to work with and why?
- Describe your experience with remoting in to a client's computer and fixing an issue.

Clinician
- Describe your experience with quality improvement initiatives.
- Tell us about your experience developing and managing care plans for patients.
- Tell us about your experience advising and mentoring students/residents. What are rewards and challenges of this work?
- How would you provide feedback to a learner?
- What kind of scholarly work or research projects have you done? What kinds of projects are you interested in or do you think might come out of this job?