**The Evergreen State College**

## Interview Questions

## Graduate Programs Admissions Coordinator

1. Why are you interested in working with the Evergreen Graduate Programs, and specifically in this position?
2. Please describe your knowledge and usage of databases, Excel, and merging in Word. How would you describe your ability to use new software? Do you have an example?
3. Describe your experience working with minimal supervision in a high pressure environment with multiple programs and tasks. What is your method for handling this type of position?
4. Describe your experience performing data entry and other work requiring a high degree of accuracy and meticulous attention to detail. Then, give an example of a time when attention to detail and accuracy was critical to you completing your work effectively.
5. What experience do you have with recruitment and/or outreach?
6. There are many people involved with Graduate Admissions, including the grad programs, prospective students, Admission, Registration, Financial Aid, and Student Accounts. What strategies would you use to maintain good communication among these people?
7. You get a phone call from a prospective student with questions about the application process and it your second day on the job, so you haven’t learned anything yet. None of the ADs are available - what would you do?
8. What kind of supervision do you prefer?
9. Working at The Evergreen State College and with prospective and current students means working with people of various lifestyles, ethnicity, and differing abilities among other things. With this in mind, what skills and strengths enable you to work successfully with individuals who may be different from you?
10. Are there other job related strengths and experiences you have which we have not covered in this interview that you would like to share with us?
11. Do you have any questions for us?