**Registrar Interview Questions**

1. Tell us about yourself and why you are applying for this position?

Rating: 1(Poor) 2 3 **4** 5 (Excellent)

1. How do you approach prioritizing a heavy workload? Please give examples

Rating: 1(Poor) 2 3 **4** 5 (Excellent)

1. Tell us about your computer skills and what programs you are comfortable using? How do you approach learning new software/apps?

Rating: 1(Poor) 2 3 **4** 5 (Excellent)

1. One of the critical components of the Registrar position is managing student data in our student information system. Tell us about your experience with data entry and data verification.

Rating: 1(Poor) 2 3 **4** 5 (Excellent)

1. Another important responsibility of this position is interacting with students and families during the registration process. Please share with us your experience providing “customer support?”

Rating: 1(Poor) 2 3 **4** 5 (Excellent)

1. You need to send out a common letter that must be personalized for 80 employees. You have been given the original letter and a spreadsheet containing the contact information and individualized details for each employee. How would you approach this task?

Rating: 1(Poor) 2 3 **4** 5 (Excellent)

1. A very good friend asks you for information about an employee (his son’s 3rd grade teacher) that is of a personal nature. How do you respond?

Rating: 1(Poor) 2 3 **4** 5 (Excellent)

1. While we always hope that every project gets completed successfully and on time, sometimes things go awry. Describe a time something you were responsible for was not successful. What went wrong, how did you solve it at the moment, and what did you learn from the experience?

Rating: 1(Poor) 2 3 **4** 5 (Excellent)

1. Describe a situation in which you had a difficult conversation with a customer (parent, school committee member) on behalf of your boss.

Rating: 1(Poor) 2 3 **4** 5 (Excellent)

1. What irks you?

Rating: 1(Poor) 2 3 **4** 5 (Excellent)