BIPM Grants Coordinator Interview Questions:

Candidate:

1. Please explain your interest in this position, and how your past experience and education makes you feel qualified and prepared for this role.
2. This position has significant fiscal responsibilities. Staying within budget and following University, hospital, state, federal and foundation fiscal rules is vital to the success of this position. Please describe your experience and approach to managing finances, forecasting and budgeting. Please explain how you will keep faculty from over and under spending.
3. Please describe your experience working with Federal and Non-Federal research grants and contracts (both pre and post-award). Please describe mechanisms and budget types that you have worked on in your previously related roles.
4. Describe how you engage and communicate with investigators, and how you would work with them to get information needed for grant submissions.
5. Can you provide a specific example of a time when someone asked you to work around or bend the rules? What was the situation and how did you handle it?
6. How do you prioritize work projects and manage competing deadlines?
7. Please describe a high stress situation you faced at work. What was the situation, who was involved, and how did you address the situation?

Looking back, was the outcome successful, what did you learn from it and what would you do differently next time?

1. Tell us about the best boss you have had and explain why. Also, describe an ideal support staff what characteristics made them successful for you to work with.
2. Using an example, tell us about a mistake you made at work and how you resolved it.

What did you learn from the situation?

1. What did you like the most about your most recent position?

What did you like the least about your most recent position?

1. Is there anything else you’d like us to know about you or do you have any questions for us?