**Data Analyst, Institutional Research**

**IDA, Office of Planning & Budgeting**

**Interview Questions**

*The panel will ask the following questions during the first part of the zoom interview. Please come prepared to respond.*

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| 1 | You're new to an organization. How do you go about learning how the organization works? |
| 2 | What do you believe are the key skills someone needs to be successful in an analyst position? |
| 3 | Tell me about a time when you volunteered for an assignment to expand your knowledge and skills. |
| 4 | How have you committed yourself to understanding and aiding in the pursuit of equity and inclusion in your professional and or personal life? |
| 5 | What do you think are the best and worst parts of working in a team environment? How do you handle it? |
| 6 | When you have a lot of work to do or multiple priorities, how do you get it all done? Give me an example. |
| 7 | Walk us through the technical steps you take to use data to solve a problem or answer a question (i.e., from raw data to report out). In this process, are there steps where you bring in others? If yes, which steps? Which steps do you feel most comfortable tackling on your own? |
| 8 | When querying or coding, what are your validation checks to ensure you are working with an accurate and clean dataset? |
| 9 | Can you share an example of a moment where you encountered a unique problem you and your colleagues had never seen before? How did you figure out what to do? |
| 10 | Tell us about a complex analysis that you worked on where you had to present findings to leadership or stakeholders who were not subject matter experts. How did you convey your results in a way that was easily understandable and actionable? |