

Operations Associate

Interview Prioritization Exercise

Directions:

Please take 10 minutes to put the following in the order you would take on each one. Be prepared to explain your thinking and what you would do about each. Assume all of this is happening between 9am and 10am on a Tuesday and that you can call on all the schools' resources.

- A. You are helping the Executive Director organize an event that is coming up tomorrow she stops by at 9:30 to ask for an update on the food that you ordered last week.
- B. At 9:15 am the math teacher needs help with the copier in the staff workroom, it keeps jamming.
- C. At 9:25 student asks to speak with you privately, she is having cramps and needs a feminine hygiene product
- D. At 9:22 there is a student in front of you that has cracked hands and wants to know where she can find hand cream.
- E. You need to complete the attendance entry in PowerSchool, you are halfway done, but need to finish it (We have an internal deadline for attendance to be complete by 10am)
- F. The Director of Operations assigned a big data project to you that is not going to meet this afternoon's deadline set last week.
- G. At 9:45 a parent calls wanting to speak with a teacher, class is currently in session.
- H. At 9:02 a parent calls to let you know a student will be out for the day, they are not sick, just don't feel like coming in today.