**Ethical Practice**

Behavioral

* Describe a time when you came across questionable business practices. How did you handle the situation?
* Have you ever faced a significant ethical problem at work? How did you handle it?
* Describe a time when you made a mistake at work**.** How did you deal with this situation, and what was the outcome?
* Have you worked in a situation in whichan employee, vendor or supplier had a conflict of interest? How did you handle this?
* Describe a time when you had an opportunity to personally profit from your employer's product.

Situational

* You have found a co-worker's or client's belongings in the main corridor (communal space). Describe how you would take care of the situation.
* Suppose your supervisor asked you to get information for him or her that you knew was confidential and that he or she should not have access to. What would you do?
* If you observed a co-worker making inappropriate sexual or racial remarks to another employee, and it was obvious to you that the situation was creating an uncomfortable environment, what would you do?
* Several of the clients this position services use direct mail marketing. Suppose that you just received a supply of the final conference brochures that you developed, proofed and sent to the printer for one of these clients. The deadline for mailing the10,000 brochures is tomorrow. You notice that there is an error in the date of one of the conference sessions. What would you do?
* As our president/CEO, how would you proceed if the board of directors adopted a policy or program that you felt was inconsistent with the goals and mission of our company?
* What would you do if you and others discovered your immediate supervisor was sexually harassing other employees?

General

* Define professional behavior or conduct appropriate in the workplace.
* Explain the phrase "work ethic," and describe yours.
* Are there any types of marketing that you consider unethical?