

## Shipping Receiving Manager Interview Questions

1. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

2. Describe methods you have found effective to plan work assignments and equipment allocations to meet transportation, operations or production goals.

3. Walk me through how you would inspect or test materials, stock, vehicles, equipment, or facilities to ensure that they are safe, free of defects, and consistent with specifications.

4. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

7. Share an experience you had in dealing with a difficult person and how you handled the situation.

8. Tell me how you organize, plan, and prioritize your work.

9. Share an experience when you applied new technology or information in your job. How did it help your company?

10. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

11. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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13. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

14. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

15. Please share an experience in which you presented to a group. What was the situation and how did it go?

16. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

17. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

18. Provide a time when you dealt calmly and effectively with a high-stress situation.

19. Would you consider analyzing data or information a strength? How so?

20. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

21. Provide an example when your ethics were tested.

22. Share an experience in which your willingness to lead or offer an opinion helped your company.

23. Name a time when your patience was tested. How did you keep your emotions in check?

24. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

25. What kind of experience do you have enforcing safety rules and regulations? Share an example.

26. Share an experience in which you successfully coordinated with others. How about a coordination effort

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that was not as successful?

27. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

28. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

29. What is the most challenging part of conferring with customers, supervisors, contractors, or other personnel to exchange information or to resolve problems?

30. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

31. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

32. Name a time when you resolved worker problems or collaborated with employees to assist in problem resolution. What was the outcome?

33. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

34. What have you found to be the best way to monitor field work to ensure that it is being performed properly and that materials are being used as they should be?

35. Share an effective approach to review orders, production schedules, blueprints, or shipping or receiving notices to determine work sequences and material shipping dates, types, volumes, or destinations.

36. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

37. What is the key to success with recommending and implementing measures to improve worker motivation, equipment performance, work methods, or customer services?

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38. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

39. Tell me about a recent experience you've had working with your hands.

40. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

41. What has worked in the past when you have to explain and demonstrate work tasks to new workers or assign training tasks to experienced workers?

42. What have you found to be the best method to interpret transportation or tariff regulations, shipping orders, safety regulations, or company policies and procedures for workers?

43. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

44. Give me an example of when you thought outside of the box. How did it help your employer?

45. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

46. Describe an experience when you recommended or implemented personnel actions, such as employee selection, evaluation, rewards, or disciplinary actions.

47. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

48. Name a time when your creativity or alternative thinking solved a problem in your workplace.

49. What is the most challenging part of driving vehicles or operating machines or equipment to complete work assignments or to assist workers? Share an example.

50. Tell me about your qualifications for and your experience handling vehicles and/or mechanized

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equipment.

51. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.