

Contract Preparer Interview Questions

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

2. What is the state of your documents? What is one thing you would like to improve in your organization and/or preparation for documents?

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

4. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

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

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

7. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

8. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

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

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

12. 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.)

13. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the

Contract Preparer Interview Questions

candidate is dependable.)

14. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

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

16. Provide an example when your ethics were tested.

17. Share an experience in which you successfully prepared for a trial. How about an experience in which you were not as effective in your preparations?

18. Provide an effective method you have used to prepare legal documents.

19. 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.)

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

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

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

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

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

25. Provide an example of when you were persistent in the face of obstacles.

26. Share an experience in which your meeting with clients or another professional helped you in your work.

Contract Preparer Interview Questions

27. Share an experience in which you successfully investigated the facts and law of a case and effectively determined causes of action.
28. Provide an experience in which you successfully directed and coordinated law office activity. What methods made you successful?
29. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
30. Describe an experience in which you successfully filed pleadings with a court clerk.
31. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
32. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
33. Name a time when your creativity or alternative thinking solved a problem in your workplace.
34. Share an experience in which your willingness to lead or offer an opinion helped your company.
35. Provide an effective method you have used to gather and analyze research data. Share an experience.
36. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
37. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)
38. Share an effective method you have used to ensure that the law library is up-to-date.
39. Describe an experience in which you appraised and/or inventoried property for estate planning.

Contract Preparer Interview Questions

40. Share an experience in which you successfully arbitrated a dispute between parties and/or assisted in a real estate closing process. What methods led to your success?

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

42. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

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

44. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

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

46. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

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

48. What is the key to success when communicating with the public.

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

50. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

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

Contract Preparer Interview Questions

52. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.