

## Procurement Clerk Interview Questions

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

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

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

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

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

6. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

7. Share an experience in which you successfully prepared and sent purchase orders.

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

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

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

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

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

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

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14. Provide an example when your ethics were tested.

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

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

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

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

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

20. 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.)

21. Provide an experience in which you determined if inventory quantities were sufficient for needs.

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

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

24. Share your experience performing buying duties.

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

26. 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.

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27. Share an experience in which you reviewed requisition orders.

28. Provide an experience in which you effectively kept contact with suppliers to schedule deliveries and resolve problems.

29. What is the most challenging part of budgeting for you?

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

31. 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.)

32. Provide an effective method you have used to track the status of requisitions, contracts, and orders.

33. Share an experience in which you determined the best bid among potential suppliers.

34. Provide an experience in which you prepared, maintained, and reviewed purchasing files, reports, and price lists.

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

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

37. 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.)

38. How do you maintain knowledge of organizational and governmental rules affecting purchases? Share an experience in which this benefited your company.

39. Provide an experience in which you monitored in-house inventory movement.

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40. Share your experience approving bills for payment.

41. 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?

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

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

44. Share an effective method you have used to locate and select suppliers.

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

46. 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?

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

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

49. Share an experience in which you effectively monitored contractor performance and recommended contract modifications.

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

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

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

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53. 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.)

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

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

56. 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?

57. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

58. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.