

## Chart Clerk Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Share an experience in which you effectively computed and analyzed data.
3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
6. Tell me how you organize, plan, and prioritize your work.
7. Share an experience when you applied new technology or information in your job. How did it help your company?
8. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
9. Would you consider analyzing data or information a strength? How so?
10. 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?
11. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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

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

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

17. Provide an example when your ethics were tested.

18. Tell me about some of your most recent computer programming projects.

19. Provide an example of a project you worked on that demonstrates your programming abilities. What was your role in the project?

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

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

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

23. Provide an experience in which you compiled statistics from source materials.

24. Share an experience in which you compiled reports, charts, and graphs that effectively described and interpreted findings of analyses.

25. 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?

26. Provide an effective method you have used to verify the completeness and accuracy of source data.

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

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candidate is dependable.)
28. 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.)
29. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
30. Name a time when your creativity or alternative thinking solved a problem in your workplace.
31. Share an experience in which you participated in the publication of data/information. How did your participation benefit your company?
32. 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.)
33. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
34. Share an experience in which you filed data and effectively maintained databases. What methods made you successful?
35. Provide an effective method you have used to discuss data presentation requirements with clients.
36. Provide an example of when you were persistent in the face of obstacles.
37. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
38. Share an experience in which your willingness to lead or offer an opinion helped your company.
39. Share an experience in which you used lists of codes to code data.

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40. Provide an experience in which you effectively organized paperwork for distribution or analysis.
41. What factors do you consider when selecting statistical tests for analyzing data? Share an experience.
42. Share an effective method you have used to interview people and to keep track of their responses. Provide an experience.
43. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
44. Name a time when your patience was tested. How did you keep your emotions in check?
45. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
46. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
47. Provide a time when you dealt calmly and effectively with a high-stress situation.
48. 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.)
49. 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.
50. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
51. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
52. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

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

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

55. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

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

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

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