

International Coordinator Interview Questions

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

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

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

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. Share an experience in which you made an effective negotiation for the transport of goods with a shipping or freight company.

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

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

9. Provide an experience in which you prepared manifests of weight of baggage, mail, or freight and number of passengers and transmitted data to destinations.

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

13. Describe an experience in which you effectively determined methods of shipment and prepared bills of

International Coordinator Interview Questions

loading, invoices, and other shipping documents.

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

15. Provide an example when your ethics were tested.

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

17. 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.)

18. Share an experience in which you accurately estimated freight and/or postal rates.

19. 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.)

20. Provide an experience in which you successfully traced a lost shipment.

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

22. Share your experience loading and unloading delivery trucks.

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

24. Provide an experience in which you effectively installed straps, braces, and padding to prevent shifting and damage during shipment.

25. Provide an experience in which you notified consignees, passengers, and customers of the arrival of freight/baggage and arranged for delivery.

26. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?

International Coordinator Interview Questions

(Make sure the candidate is flexible.)

27. What is the state of your records of goods shipped, received, and stored? What is something you would like to improve?

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

29. 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.)

30. Share an experience in which you coordinated and supervised the activities of workers. What methods made you successful?

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

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

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

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

35. Share an experience in which you effectively advised a client on a transportation or payment method.

36. 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?

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

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

International Coordinator Interview Questions

39. Provide an experience in which you successfully arranged insurance coverage for goods.
40. Would you consider analyzing data or information a strength? How so?
41. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.
42. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
43. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
44. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
45. Share an effective method you have used to ensure completeness of loads and even distribution of weight.
46. 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.)
47. Provide an experience in which you effectively resolved a problem with a shipment by contacting a vendor or claims adjustment department.
48. Give me an example of when you thought outside of the box. How did it help your employer?
49. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
50. 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.
51. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

International Coordinator Interview Questions

52. 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?

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

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

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

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

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

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