

Conference Interpreter Interview Questions

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| 1. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 2. Provide an experience in which you successfully translated messages simultaneously or consecutively into another language. How did you ensure that message content, context, and style were maintained? |
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| 3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 4. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 5. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 6. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 7. 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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| 8. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 9. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 10. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
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| 11. Tell me how you organize, plan, and prioritize your work. |
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| 12. Would you consider analyzing data or information a strength? How so? |
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| 13. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
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| 14. Tell me about an experience in which you analyzed information and evaluated results to choose the best |

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solution to a problem.

15. Describe an experience in which you successfully proofread and revised translated materials.

16. Share an experience in which you successfully resolved a difficult conflict related to the meaning of a word, a concept, a practice, or a behavior.

17. Provide an example when your ethics were tested.

18. Describe an experience in which you adapted translations to students' cognitive and grade levels.

19. 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.

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

22. Provide an experience in which you listened to speakers' statements, determined meanings, and prepared translations.

23. Share an experience in which you compiled terminology and information to be used in translations.

24. Provide an effective method you have used to ensure that your translations are accurate.

25. Share an experience in which you read written materials and successfully rewrote them into another language.

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

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

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

29. 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.)

30. Share an effective method you have used to ensure that translations retain the content, meaning, and feeling of original texts.

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

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 an experience in which you successfully compiled information on content, context, and intended audience of materials.

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

35. 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.)

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

37. Share an effective method you have used to discuss translation requirements with clients. Provide an experience.

38. Describe an experience in which you successfully adapted software and accompanying technical documents to another language and culture.

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| 39. Provide a time when you dealt calmly and effectively with a high-stress situation. |
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| 40. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
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| 41. Share an experience in which you successfully trained and/or supervised other translators or interpreters. What methods made you successful? |
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| 42. Provide an effective method you have used to educate students, parents, staff, and teachers about the roles and functions of educational interpreters. |
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| 43. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem. |
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| 44. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 45. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 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? |
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| 47. Describe a time when you traveled with tourists who spoke another language. |
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| 48. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 49. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic. |
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| 50. 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.) |
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| 51. What is the key to success when communicating with the public. |

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

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

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

55. 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?

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

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

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

59. 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?