

## Contracts Specialist Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Tell me about your last experience organizing and locating inventory. How much experience do you have with spreadsheet and word processing software?
3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
4. Share an experience when you applied new technology or information in your job. How did it help your company?
5. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
6. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
7. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
8. Tell me about a negotiation you made which you were happy with. How about one you were unhappy with?
9. 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.)
10. Please share an experience in which you presented to a group. What was the situation and how did it go?
11. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
12. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
13. Provide an example when your ethics were tested.

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

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

16. 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.

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

18. Describe your last experience managing a department. What methods made you a successful manager?

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

20. Provide an effective method you have used to obtain information about customer needs and preferences. Share an experience in which use of this method helped your company.

21. 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.)

22. What factors do you consider when selecting and ordering merchandise?

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

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

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

26. Share an effective method you have used to anticipate consumer buying patterns. How has your use of this method helped your company in the past?

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

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

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

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

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. Share an experience in which your recommendation of selling prices helped your company.

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

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

35. Provide a time when you successfully trained and/or supervised a staff. What methods led to your success?

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

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

38. 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.)

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

40. Share an experience in which your close work with a vendor helped you obtain or develop a high-demand product.

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

42. 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?

43. Share an experience in which your consultation with managers about budgets helped you effectively determine which goods to purchase.

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

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

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

47. What is the key to a successful budget?

48. Share an effective method you have used to determine which products to advertise, which advertising medium to use, or when to run ads. Provide an experience.

49. Share an experience in which you introduced new merchandise to sales personnel with good results.

50. Describe how you determine value or yield of products.

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

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

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them?

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

54. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

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

56. 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.)

57. Share an effective method you have used to monitor competitor's sales activities. How has use of this method helped your company?

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

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

60. Tell me about a recent experience you've had working with your hands.

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

62. Describe a green product you introduced with good results. What methods did you use to determine how to introduce the product?

63. Share an experience in which you took the opportunity to buy a green commodity with good results.

64. Describe a strategy which you developed to advertise green merchandise/products. What could you have done differently?

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65. Share an experience in which you effectively determined the most energy efficient transportation option. Describe the factors you compared and considered.

66. Provide a time when your attention to environmental aspects of merchandise helped you make an informed buying decision.

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

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

69. 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?

70. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.