

## Sales Specialist Interview Questions

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

2. Provide an experience in which you planned or modified product configurations to meet customer needs.

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

4. 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?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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. 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?

24. Describe a time when you successfully provided personal assistance to a coworker or patron.

25. 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.)

26. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a

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solution. How did the solution benefit your employer?

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

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

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

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

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

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

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

36. Share an experience in which you oversaw the assembly, fabrication, construction, maintenance, or modification of equipment. How did you communicate to the staff what you wanted?

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

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

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

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

42. Provide an example when your ethics were tested.

43. Share an experience in which collaborating with sales teams helped you to be more effective in your work.

44. Share an experience in which conferring with customers and/or engineers helped you to effectively assess equipment needs and to determine system requirements.

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

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

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

48. Provide an experience in which you effectively developed, presented, and/or responded to proposals for specific customer requirements. What made you successful?

49. 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.)

50. Share an experience in which you successfully sold products requiring extensive technical expertise and support for installation and use.

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51. Share an experience in which your willingness to lead or offer an opinion helped your company.
52. Share an experience in which you successfully provided technical and/or non-technical support and services to clients and staff members.
53. Tell me about an effective technical presentation which you prepared and/or delivered to explain products or services to customers.
54. Share an experience in which you recommended improved materials or machinery to customers.
55. Provide an experience in which you diagnosed a difficult problem with installed equipment.
56. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
57. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
58. Tell me about a successful sales or service contract which you created.
59. Describe your experience visiting prospective buyers at establishments, showing them samples/catalogs, and informing them about pricing, availability, and advantages.
60. Provide an effective method you have used to research and identify potential customers for products and services.
61. Share an experience in which you arranged for demonstrations or trial installations of equipment.
62. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
63. Share an effective method you have used to keep informed of industry news and trends, products, services, competitors, technologies, and product-line developments.

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

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

66. Share an experience in which you successfully identified and supported a resale opportunity to achieve sales plans.

67. Tell me about an effective sales plan you developed to introduce a product into a new market.

68. Describe your experience writing technical documentation for products.

69. Provide an experience in which you effectively trained a team member. What made you a successful trainer?

70. What is the state of your documentation and records? What is something you would like to improve?

71. Share an experience in which attending a trade show or seminar helped you to be more effective in your work.

72. 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.)

73. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

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

75. Share an experience in which you were able to generate a new design or modify a current design to better serve the needs of your customers.

76. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did

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you find most effective in finding the right person for the job?

77. 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.

78. Tell me about a time when you successfully determined the cause of an operating error at your company and solved the problem.