

## Collator Operator Interview Questions

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

2. What kind of experience do you have installing or adjusting bindery machine devices, such as knives, guides, rollers, rounding forms, creasing rams, or clamps, to accommodate sheets, signatures, or books of specified sizes?

3. Describe methods you have found effective to set up or operate bindery machines, such as coil binders, thermal or tape binders, plastic comb binders, or specialty binders.

4. Share your approach to examine stitched, collated, bound, or unbound product samples for defects, such as imperfect bindings, ink spots, torn pages, loose pages, or loose or uncut threads.

5. Share an experience in which you've successfully learned how to handle a new piece of equipment?

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

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

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

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

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