

## Traffic And Documentation Clerk 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.