

Procurement Technician Interview Questions

1. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

2. Share an experience in which consulting with appropriate parties helped you to formulate an effective estimates and/or resolve issues.

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

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

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

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

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

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

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

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