

Typist Interview Questions

1. Share an experience in which you located and corrected a data entry error.

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

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 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 your attention to detail and thoroughness had an impact on your last company.

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. 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.)

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

10. Share an experience in which you effectively compiled, sorted, and verified the accuracy of data.