

## Mail Room Clerk Interview Questions

1. Tell me about a recent experience you've had working with your hands.
2. How do you stay fit in order to perform physical activities that are required in the workplace?
3. Tell me how you organize, plan, and prioritize your work.
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
5. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
6. Describe the methods you have used, including transportation, to deliver messages.
7. What factors do you consider do you consider when planning routes for delivery? (Ensure that the candidate plans and follows efficient routes.)
8. Provide an experience in which you effectively followed detailed instructions.
9. Share an experience in which you successfully loaded and unloaded delivery trucks.
10. Share an effective method you have used to organize and sort items according to delivery route.