

Documentation Specialist Interview Questions

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| 1. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 2. Tell me how you organize, plan, and prioritize your work. |
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| 3. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 4. What is the state of your records of materials filed and removed? What is something you would like to improve? |
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| 5. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 6. Share an experience in which you successfully performed general office duties. |
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| 7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 8. Share an experience in which you gathered materials to be filed from other employees. |
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| 9. Provide an effective method you have used to track materials and ensure that borrowed files are returned. |
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| 10. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task. |
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