

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