

Record Searcher Interview Questions

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

2. Provide an experience in which examining documentation helped you to verify important property information.

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

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

5. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

6. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

7. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

8. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

9. Provide an experience in which you identified a restriction by examining a title.

10. Share an experience in which you copied or summarized recorded documents which affected property titles.