

Office Technician Interview Questions

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

2. Share an experience in which you evaluated applications, determined that applicants were qualified for licenses, collected prescribed fees, and issued licenses.

3. What is the key to success when communicating with the public.

4. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

5. Share an experience when you applied new technology or information in your job. How did it help your company?

6. Share an experience in which you effectively enforced canine licensing regulations and notified owners of regulations.

7. Name a time when your patience was tested. How did you keep your emotions in check?

8. Provide an example when your ethics were tested.

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

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