

## Business Machine Operator Interview Questions

1. Describe your experience operating office machines.

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

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

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

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

6. Tell me about a recent experience you've had working with your hands.

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. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

9. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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