

Duplicator Interview Questions

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| 1. Describe your experience operating office machines. |
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| 2. What is the key to success when communicating with the public. |
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| 3. Tell me how you organize, plan, and prioritize your work. |
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| 4. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
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| 5. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 6. Tell me about a recent experience you've had working with your hands. |
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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. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 9. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 10. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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