Document Examiner Interview Questions

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

2. Describe your experience operating office machines.

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

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

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

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

7. Provide an example when your ethics were tested.

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

9. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

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