

## Paralegal Specialist Interview Questions

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

2. What is the state of your documents? What is one thing you would like to improve in your organization and/or preparation for documents?

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

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

7. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

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

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