

## Billet Recorder Interview Questions

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| 1. Share an experience you had in dealing with a difficult person and how you handled the situation.  |
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| 2. 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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| 3. Tell me how you organize, plan, and prioritize your work.  |
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| 4. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?   |
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| 5. 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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| 6. Share an experience in which your attention to detail and thoroughness had an impact on your last company.   |
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| 7. Describe an experience in which you helped revise a production schedule.   |
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| 8. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)                       |
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| 9. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.   |
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| 10. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?                          |
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