

Engineering Document Control Clerk Interview Questions

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

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

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

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

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

7. Describe an experience in which you helped revise a production schedule.

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

9. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

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