

Receiving Associate Interview Questions

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

2. Tell me about a recent experience you've had working with your hands.

3. Share an experience in which you prepared documents to route materials.

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

5. How do you stay fit in order to perform physical activities that are required in the workplace?

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

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

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

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

10. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.