

Transportation Clerk Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Tell me how you organize, plan, and prioritize your work.
3. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
4. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
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 you made an effective negotiation for the transport of goods with a shipping or freight company.
7. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
8. Please share an experience in which you presented to a group. What was the situation and how did it go?
9. Provide an experience in which you prepared manifests of weight of baggage, mail, or freight and number of passengers and transmitted data to destinations.
10. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
11. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
12. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
13. Describe an experience in which you effectively determined methods of shipment and prepared bills of

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loading, invoices, and other shipping documents.

14. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

15. Provide an example when your ethics were tested.

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

17. 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.)

18. Share an experience in which you accurately estimated freight and/or postal rates.

19. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

20. Provide an experience in which you successfully traced a lost shipment.