

Office Rental Clerk Interview Questions

1. What is the key to success when communicating with the public.

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

3. Describe your experience computing charges for merchandise/services and receiving payments.

4. Provide an experience in which you provided a customer with accurate information about various rental items.

5. Provide an effective method you have used to explain rental fees, policies, and procedures.

6. Share an experience in which you adjusted a rental item to better meet a customer's needs.

7. What is the state of your records of transactions, items rented, etc.?

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. 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.)

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

11. Name a time when your patience was tested. How did you keep your emotions in check?

12. Provide a time when you dealt calmly and effectively with a high-stress situation.

13. Share an experience in which you successfully advised a customer on the use of a product or service.

14. 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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15. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

16. Provide an effective method you have used to advise customers on the use and care of merchandise.

17. Provide an example when your ethics were tested.

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

19. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

20. Share an experience when you applied new technology or information in your job. How did it help your company?