

Translator Interview Questions

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

2. Provide an experience in which you successfully translated messages simultaneously or consecutively into another language. How did you ensure that message content, context, and style were maintained?

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

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

5. Give me an example of when you thought outside of the box. How did it help your employer?

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

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

8. Please share an experience in which you presented to a group. What was the situation and how did it go?

9. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

10. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

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

12. Would you consider analyzing data or information a strength? How so?

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

14. Tell me about an experience in which you analyzed information and evaluated results to choose the best

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solution to a problem.

15. Describe an experience in which you successfully proofread and revised translated materials.

16. Share an experience in which you successfully resolved a difficult conflict related to the meaning of a word, a concept, a practice, or a behavior.

17. Provide an example when your ethics were tested.

18. Describe an experience in which you adapted translations to students' cognitive and grade levels.

19. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

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