

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

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

5. Do you have experience taking parts orders over the phone? How is it different than in person?

6. How do you ensure that you correctly process a customer's order?

7. Provide an experience in which you received payments and obtained credit authorizations.

8. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

9. How do you ensure an accurate count when inventorying stock?

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

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

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

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15. Tell me about the condition of the stockroom at your last job. What was done to keep it organized?

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17. Provide an example of when you examined returned parts and found a defect?

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19. Share a time when you suggested a substitute or modified part when an identical replacement part was not available.

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