

Office Helper Interview Questions

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

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

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

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

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

6. Describe the methods you have used, including transportation, to deliver messages.

7. What factors do you consider do you consider when planning routes for delivery? (Ensure that the candidate plans and follows efficient routes.)

8. Provide an experience in which you effectively followed detailed instructions.

9. Share an experience in which you successfully loaded and unloaded delivery trucks.

10. Share an effective method you have used to organize and sort items according to delivery route.

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

12. Share your experience performing routine maintenance on delivery vehicles.

13. Tell me about your qualifications for and your experience handling vehicles and/or mechanized equipment.

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

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15. Provide an experience in which you called by telephone to deliver verbal messages.

16. 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.)

17. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

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

20. Provide an example when your ethics were tested.

21. Share an experience in which you performed general office or clerical work.

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

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

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

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

26. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

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

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28. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

29. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

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