

## Transit Department Clerk Interview Questions

1. Describe your experience operating office machines.

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

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

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

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

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

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

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

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

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

11. Provide an experience in which you made adjustments to ensure optimal machine operation.

12. Share your experience setting up machines.

13. 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.)

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

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15. Share an experience in which you've successfully learned how to handle a new piece of equipment?

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

17. Share an effective method you have used to maintain stock of supplies.

18. Share an experience in which you cleaned machines and performed minor repairs.

19. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

20. Describe your experience operating auxiliary machines.

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

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

23. Provide an example of when you were persistent in the face of obstacles.

24. What is the state of your records of production? What is something you would like to improve?

25. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

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

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

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28. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

29. Provide an experience in which you prepared and processed papers for use in scanning, microfilming, and microfiche.

30. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?