

## Central Sterile Supply Coordinator Interview Questions

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

2. Share an experience in which you successfully organized and assembled surgical instrument trays.

3. Describe a time when you successfully provided personal assistance to a coworker or patron.

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

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

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

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

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

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

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

11. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

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

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

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

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15. Describe an experience in which you effectively operated and maintained steam autoclaves.

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

17. Provide an experience in which you disinfected and sterilized equipment.

18. Provide an experience in which you identified the need for a repair to equipment.

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

20. Share an effective method you have used to ensure that equipment is operating to prescribed standards.

21. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

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

23. Provide an example when your ethics were tested.

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

25. Share an experience in which you successfully maintained records of inventory.

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

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

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28. 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.)

29. Name a time when your creativity or alternative thinking solved a problem in your workplace.

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