

Paralegal Specialist Interview Questions

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

2. What is the state of your documents? What is one thing you would like to improve in your organization and/or preparation for documents?

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

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

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

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

7. 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?

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

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

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

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

12. 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.)

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

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candidate is dependable.)

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

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

16. Provide an example when your ethics were tested.

17. Share an experience in which you successfully prepared for a trial. How about an experience in which you were not as effective in your preparations?

18. Provide an effective method you have used to prepare legal documents.

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

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

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

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

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

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

26. Share an experience in which your meeting with clients or another professional helped you in your work.

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27. Share an experience in which you successfully investigated the facts and law of a case and effectively determined causes of action.

28. Provide an experience in which you successfully directed and coordinated law office activity. What methods made you successful?

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. Describe an experience in which you successfully filed pleadings with a court clerk.