

## Sales Specialist 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?
16. Tell me about the condition of the stockroom at your last job. What was done to keep it organized?
17. Provide an example of when you examined returned parts and found a defect?
18. Provide an example of when you examined returned parts and found a defect?
19. Share a time when you suggested a substitute or modified part when an identical replacement part was not available.
20. Share a time when you suggested a substitute or modified part when an identical replacement part was not available.
21. Provide an example when your ethics were tested.
22. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
23. Share an experience when you applied new technology or information in your job. How did it help your company?
24. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
25. How would you rate your ability to discuss the use and features of the parts you sell?
26. How would you rate your ability to discuss the use and features of the parts you sell?
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.)
28. 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

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can demonstrate some initiative.)

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

30. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.