

Sample questions for clerical worker

Interview for: _____ (Position title)
Name of Candidate: _____ Date: _____

1. Tell me about your background – what types of responsibilities do you have with your current employer? Past employers?
2. Explain to candidate the position; give copy of job description.
3. Why to you wish to leave your present position?
4. Computer usage? What types of software?
5. How would you rate your computer skills? Beginner – Intermediate – Advanced?
6. What skills do you feel you would bring to this position?
7. How have you demonstrated teamwork in your previous positions?
8. What do you consider your greatest accomplishment?
9. Of all of the jobs you've had, what did you like least? The most?
10. What is the most difficult situation you have ever had to handle at work?
Ability to multi-task? Ability to deal with deadlines, stress?
11. What is your greatest strength? Greatest weakness?
12. Where do you see yourself career-wise in 3-5 years?

Interview Reminders

- A) Ask candidate what he/she is expecting in terms of salary range.
- B) Verify the references that they have provided. (Name of current pastor?)
- C) Confirm possible time frame within which the candidate could start working if an offer was made.
- D) Let candidate know timeframe within which we hope to make a hiring decision.
- E) Tell the candidate about our background check policy; let him/her know that any offer is contingent upon successful completion of the background check.

(over)

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If you think you may make them an offer: Tell him/her that we now do background checks on-line & this would need to be done and results received prior to having him/her start working.

Additional Questions to consider:

1. What has been your experience in leading groups? Tell me about successful projects you have organized and led. Of which of your accomplishments are you most proud?
2. How would you keep your office or organization on a solid financial base?
3. If you had to make significant cuts in expenditures, how would you go about implementing such a reduction?
4. How do you keep track of details and attend to paperwork?
5. Do you think people should have fun at work? If so, what are some appropriate ways to have fun at work?
6. What criteria do you use in measuring your own performance?
7. How do you set priorities for use of your time?
8. What talent, skills, or experience do you bring to this job?
9. From whom have you learned the most in your career? What have you learned and why is it valuable?
10. Do you have any additional comments or insights that would help us to better understand you as a professional?