**Interview Questions - Sales Coordinator Position**

**Candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

Once you have saved the interview package to your desktop, you can modify the rating system and question design to reflect your needs and job requirements.

The interview package is designed to allow the interviewer to rank the candidate´s individual answers and give the candidate an overall rating. Interviewers should focus on the required job skills and responsibilities of the position, rather than ranking the candidate based on personal reactions. The scoring system is based on the following:

1 - Poor      2 - Unsatisfactory      3 - Satisfactory      4 - Good       5 - Excellent

Helpful hints to determining Excellent or Poor answers:

* The candidate should be able to relate their answer back to specific work-related examples.
* The answers should reflect the characteristics and skills you require for the position.
* The candidate should display confidence when responding to questions.
* The interviewer should look for quality answers, not quantity. Long answers do not necessarily equal quality responses.
* Bad comments about previous employers and their business practices do not reflect good answers.

**Questions:**

Describe your previous positions and the responsibilities you were accountable.

How much of your work is checked? Why?

1         2         3         4          5

Tell me about a situation where you were involved in a conflict of opinions or personalities.

What was the conflict? Who was involved? How was it resolved?

1         2         3         4          5

Tell me about your most important project or responsibility.

What role did you play?

1         2         3         4          5

What computer skills do you possess?

How have you used them at work?

1         2         3         4          5

Describe a complicated problem you had to deal with on the job.

1         2         3         4          5

Tell me about a time when you were faced with stress at work that tested your time.

1         2         3         4          5

How have you kept track of progress on delegated projects for which you are responsible?

1         2         3         4          5

Give me an example of a something you do that requires a high attention to detail.

Why is this important?

1         2         3         4          5

Tell me about a time when you did more than was required in your position.

1         2         3         4          5

What are your three major strengths?

What would you like to continue to develop?

1         2         3         4          5

**Overall Rating:**

1         2         3         4          5

**Comments**:

**Interviewer:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_