

Purchasing Coordinator Interview Questions

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

2. What is the key to success when communicating with the public.

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

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

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

6. Provide an example when your ethics were tested.

7. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

8. How do you effectively estimate value, determine grade, and locate disease/damage of products?

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

10. Tell me about your last experience purchasing products. What methods did you use?

11. Tell me about your last experience purchasing products. What methods did you use?

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

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

14. Tell me about a contract you successfully negotiated. How about a negotiation which was less successful?

Purchasing Coordinator Interview Questions

15. Tell me about a contract you successfully negotiated. How about a negotiation which was less successful?

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

17. Share an effective method you have used to arrange for processing and resale of products.

18. 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.)

19. Tell me about your last experience directing personnel working with products. What made you a successful director?

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

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

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

23. Share an experience in which you successfully arranged for transportation and/or storage of products. Which methods led to your success?

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

25. How do you accurately determine product types and quantities needed for purchase?

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

Purchasing Coordinator Interview Questions

28. What is the current state of records you maintain? What is one thing you are trying to improve?

29. 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.)

30. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

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

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

33. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

34. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

35. What is the most challenging part of budgeting for you?

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

37. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

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

39. Tell me about your last experience calculating grain quotas.

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

Purchasing Coordinator Interview Questions

respond?

41. Share a successful technique you have used to sell supplies. Provide an experience.

42. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

43. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

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

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

46. Give me an example of when you thought outside of the box. How did it help your employer?

47. What methods do you use to estimate land production possibilities? Describe a time when you successfully used these methods.

48. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

49. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

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

51. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

52. Share an experience in which you advised farmers on techniques which maximized the quantity and/or quality of production. How do you keep up-to-date with these techniques?

Purchasing Coordinator Interview Questions

53. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

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

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

56. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

57. Share an experience in which your willingness to lead or offer an opinion helped your company.

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

59. 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?

60. What is the key to a successful budget?

61. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

62. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?