# Receiving Manager Interview Questions

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| 1. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective? |
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| 2. Share an experience in which you successfully supervised the activities of workers in receiving, storing, testing, or shipping products. What made you a successful supervisor? |
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| 3. What is the most challenging part of budgeting for you? |
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| 4. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills? |
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| 5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.) |
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| 6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. |
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| 7. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 8. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 9. Tell me how you organize, plan, and prioritize your work. |
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| 10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 11. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
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| 12. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 13. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |

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| 14. 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. |
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| 15. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job? |
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| 16. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
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| 17. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 18. Provide an example when your ethics were tested. |
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| 19. Tell me about the last budget you sucessfully prepared and managed. |
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| 20. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 21. Share an experience in which your willingness to lead or offer an opinion helped your company. |
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| 22. Would you consider analyzing data or information a strength? How so? |
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| 23. 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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| 24. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)? |
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| 25. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 26. Tell me about the last time you interviewed, selected, and/or trained warehouse or supervisory personnel. |

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| 27. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them. |
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| 28. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 29. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person. |
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| 30. How would you rate your writing skills?  (Ask for an example that demonstrates great writing skills.) |
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| 31. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 32. 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.) |
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| 33. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
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| 34. Share an experience in which you successfully implemented a warehouse safety program. |
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| 35. 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? |
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| 36. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 37. What is the key to a successful budget? |
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| 38. Provide a time when you dealt calmly and effectively with a high-stress situation. |
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| 39. 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.) |
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| 40. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.) |
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| 41. Provide and experience in which you successfully prepared correspondence, reports, or a manual. |
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| 42. Tell me about the last time you coordinated delivery times and locations. |
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| 43. 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? |
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| 44. Name a time when your patience was tested. How did you keep your emotions in check? |
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| 45. Provide an example of when you were persistent in the face of obstacles. |
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| 46. Share an experience in which you accurately estimated peak delivery periods and issued appropriate work assignments. |
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| 47. Describe a time when conferring with your department heads to coordinate warehouse activities improved work in your company. |
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| 48. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 49. Tell me about your last experience scheduling and monitoring pickup, delivery, and distribution. |
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| 50. Tell me about a time when your inspection of a warehouse, vehicle, or equipment helped you find a problem and take appropriate action. |
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| 51. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task. |
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| 52. 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.) |
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| 53. Tell me about the last time you documented shipping and effected the release of shipments. |
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| 54. Share an experience in which you successfully negotiated with a carrier, operator, or representative and received preferential rates or services. |
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| 55. Share an experience in which you successfully dealt with a difficult complaint from a customer or shipper. |
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| 56. Describe a time when your evaluation of costs associated with transit times helped you ensure that the costs were appropriate. |
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| 57. Describe an experience in which you developed operating procedures for receiving, handling, storing, shipping, or salvaging materials. |
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| 58. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action. |
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| 59. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
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| 60. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment? |
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| 61. Provide an experience in which you successfully developed and/or implemented plans for the modification or expansion of a facility. |
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| 62. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 63. 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.) |
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| 64. Share an experience in which your examination of invoices helped you to ensure conformity to tariff or |

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| customs regulations. |
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| 65. Tell me about the last time you tracked goods while they were en route to their destinations. |
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| 66. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
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| 67. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 68. Tell me about the last time you set service rates. |
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| 69. Describe a time when your evaluation of a location helped your company/employer to understand its potential usefulness or drawbacks. |
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| 70. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic. |
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| 71. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful? |
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| 72. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.) |
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| 73. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem. |
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| 74. Tell me about the last time you accurately estimated quantities or weight of a product or material and chose the best type of container for storage and/or transport. |
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| 75. Provide a time when you successfully selected the best mode for the distribution of goods that minimized pollution. |
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| 76. Tell me about a time you implemented an environmental training program. |
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| 77. Describe an experience in which you identified and implemented carbon minimization activities to offset carbon emissions by your company. |
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| 78. Share an experience in which you accurately evaluated the environmental implications of a new warehouse or distribution network. |
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| 79. Share an experience in which your evaluation of a contractor or business partner for operational efficiency or safety or environmental performance records helped your company. |
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| 80. Describe an experience in which you developed a storage or distribution model that maximized operational efficiency or sustainability. |
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| 81. Share an experience in which you developed and implemented a plan for the storage and distribution which emphasized a technological solution for sustainability. |
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| 82. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company. |
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| 83. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem. |
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| 84. Tell me about a recent experience you've had working with your hands. |
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