



# InterviewPenguin.com

## Your Best Job Interview Coach Since 2011

### **File Clerk Interview Questions**

1. Why do you want to work as a file clerk?
2. This is a routine and monotonous job. What will you do to stay motivated?
3. What do you do to avoid mistakes in your work?
4. How would you rate your skills with MS Office?
5. What do you consider the most effective system of file storage?
6. What do you do to ensure a great effectiveness of your work?
7. What are your salary expectations?
8. What do you consider your greatest weakness as a file clerk?
9. What are your expectations on your new colleagues?
10. Do you have any questions?

Source & answers: <https://interviewpenguin.com/file-clerk-interview-questions/>