

## Interview Questions for Paralegals

- Why do you want to be a paralegal? Are you planning to apply to law school?
- Tell me about a time you had to organize and analyze a large volume of data in order to prepare a report by a tight deadline.
- How do you ensure the accuracy of your work?
- Tell me about your experience dealing with confidential and sensitive information.
- Why do you want to specialize in this area of the law?
- What can you tell me about yourself?
- In your personal life, what has been your greatest failure? (Try and be upbeat on this.)
- Why did you leave your previous job?
- What would you consider your biggest accomplishment at your last job?
- What are your long-term goals?
- Why do you think you're the most qualified person to fill this job?
- Describe your ideal work environment.
- How do you organize your workload in order to manage multiple tasks and tight deadlines?
- What have you heard about this firm that interests you?
- What can you tell me about yourself that isn't listed on your resume?
- Do you prefer working on your own or as part of a team?
- Tell me about a conflict you had with a coworker. How did you handle the situation? What would you have done differently?
- What is the most stressful job you have ever had?
- Provide an example of a complex legal issue that you had to analyze and solve. How did you conduct your research?
- How has your education prepared you to work as a paralegal?
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- What can you tell me about yourself that isn't listed on your resume?
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- How do you ensure the accuracy of your work?
- Tell me about your experience dealing with confidential and sensitive information.
- Why do you want to specialize in this area of law?
- Describe your ideal work environment.
- Tell me about a difficult boss you had. How did you deal with him/her?
- How do you organize your workload in order to manage multiple tasks and tight deadlines?
- Provide an example of a complex legal issue that you had to analyze and solve. How did you conduct your research?
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- What is the most stressful job you've ever held?
- What areas of law are you most interested in?
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