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Interview Questions
Paralegal

Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Planning and Organizing

- *Why are you interested in being a paralegal?*
- *Which areas of law interest you the most?*
- *How do you prioritize work, maintain composure, and reach deadlines under pressure?*
- *What steps do you follow to prepare for a trial?*
- *What types of data do you gather and analyze for a case? How do you organize the case file?*
- *Tell me about a time when you missed a deadline.*
- *Tell me a time when you had to unexpectedly change the task you were working on.*

Written and Oral Communication

- *Please provide some examples of legal documents you have prepared.*
- *Have you ever mediated disputes between parties?*
- *Tell me about a time you put together a research paper. How did you find relevant information and organize your research?*
- *How do you disseminate information to other people? How do you decide what's important?*
- *How do you explain complex legal terms to a client?*

Composure and Customer Service

- *What does customer service mean to you?*
- *Tell me about a time you met with clients to discuss details of a case.*
- *How do you go about establishing rapport with a new person?*
- *What process do you use to calm an upset client?*
- *Tell me about a time you had to deal with an unreasonable request.*
- *Tell me about a conflict you handled well and one you didn't handle well.*

Technology and Research

- *Tell me about a time you learned how to use a new software program.*
- *How would you use the Internet to research public records and laws to prepare for a case?*

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Scheduling Link