| 1. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the |
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| situation and outcome? |
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| 2. 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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| 3. Tell me how you organize, plan, and prioritize your work. |
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| 4. 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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| 5. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 6. Provide an experience in which you effectively arranged for debt repayment and established repayment |
| schedules. |
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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 when you applied new technology or information in your job. How did it help your |
| company? |
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| 9. Share an experience in which you effectively located customers of delinquent accounts and solicited |
| payments. |
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| 10. Provide an effective method you have used to advise customers of necessary actions and/or strategies for |
| debt repayment. |
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| 11. Share an effective approach to working with a large amount of information/data. How has your approach |
| affected your company? |
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| 12. Describe an effective method you have used to confer with customers and to determine reasons for |
| overdue payments and/or to review terms of sales, service, and credit contracts. |
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| 13. Share an experience in which you successfully persuaded a customer to pay off debt or bills. |

| 14. Provide an experience in which you answered a difficult customer question regarding a problem with an account. |
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| 15. Share your experience using automated systems to locate and monitor overdue accounts. |
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| 16. Provide a time when you dealt calmly and effectively with a high-stress situation. |
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| 17. Name a time when your patience was tested. How did you keep your emotions in check? |
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| 18. Share an experience in which you successfully traced a delinquent customer to a new address. Describe the methods you used. |
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| 19. 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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| 20. Provide an example when your ethics were tested. |
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| 21. 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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| 22. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
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| 23. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 24. Share an experience in which you dealt with insurance companies and claims payments. |
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| 25. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
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| 26. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person. |

| 27. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was |
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| the impact? |
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| 28. Provide an example of when you were persistent in the face of obstacles. |
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| 29. Provide an experience in which you successfully performed clerical duties. |
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| 30. Provide an experience in which you effectively negotiated a credit extension. |
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| 31. 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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| 32. 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.) |
| determine it the candidate has a cooperative attitude of its otherwise good natured.) |
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| 33. 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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| 34. 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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| 35. 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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| 36. What is the key to success when communicating with the public. |
| or what is the key to success when communicating with the public. |
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| 37. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 38. Would you consider analyzing data or information a strength? How so? |
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| 39. Provide an experience in which you were sensitive to somone's needs or feelings. How did your |
| helpfulness affect your work environment? |

| 40. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 41. Share an experience in which your willingness to lead or offer an opinion helped your company. |
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| 42. 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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| 43. 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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| 44. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 45. 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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| 46. 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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| 47. 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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| 48. 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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| 49. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 50. 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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| 51. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them. |