| 1. Tell me how you prepare written opinions and decisions. |
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| 2. Share how well you monitor and direct the activities of trials and hearings to ensure that they are conducted |
| fairly and that courts administer justice while safeguarding the legal rights of all involved parties? |
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| 3. Tell me how you organize, plan, and prioritize your work. |
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| 4. Evaloin however determine evictories and amount of lightlity according to assembly administrative and |
| 4. Explain how you determine existence and amount of liability according to current laws, administrative and judicial precedents, and available evidence. |
| judiciai precedents, and available evidence. |
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| 5. Walk me through how you research and analyze laws, regulations, policies, and precedent decisions to |
| prepare for hearings and to determine conclusions. |
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| 6. Describe an experience where you had to rule on exceptions, motions, and admissibility of evidence. |
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| 7. What methods are used to conduct hearings to review and decide claims regarding issues such as social |
| program eligibility, environmental protection, and enforcement of health and safety regulations? |
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| 8. Share an experience in which you facilitated studies of appeals procedures in field agencies to ensure |
| adherence to legal requirements and to facilitate determination of cases. |
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| 9. Explain the process of Issuing subpoenas and administer oaths in preparation for formal hearings. |
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| 10. Tall me shout the process of conferring with individuals or organizations involved in cases to obtain |
| 10. Tell me about the process of conferring with individuals or organizations involved in cases to obtain relevant information. |
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| 11. Walk me through how you would recommend the acceptance or rejection of claims or compromise settlements according to laws, regulations, policies, and precedent decisions. |
| settlements according to laws, regulations, poncies, and precedent decisions. |
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| 12. Describe what procedures you use to review and evaluate data on documents, such as claim applications, |
| birth or death certificates, and physician or employer records. |
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| 13. Expound on how you authorize payment of valid claims and determine method of payment. |
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| 14. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 15. Would you consider analyzing data or information a strength? How so? |
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| 16. 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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| 17. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 18. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 19. 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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| 20. 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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| 21. 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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| 22. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 23. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 24. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 25. 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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| 26. 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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| 27. 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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| 28. Provide an example when your ethics were tested. |
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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. Name a time when your patience was tested. How did you keep your emotions in check? |
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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 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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| 33. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 34. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 35. Provide a time when you dealt calmly and effectively with a high-stress situation. |
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| 36. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
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| 37. 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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| 38. 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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| 39. Provide an example of when you were persistent in the face of obstacles. |

| 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. Share an experience in which your willingness to lead or offer an opinion helped your company. |
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| 42. 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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| 43. 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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| 44. 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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| 45. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 46. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
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| 47. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 48. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. |
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| 49. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 50. 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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| 51. Provide an example of when you set expectations and monitored the performance of subordinates. What |