

Agent Interview Questions

1. Tell me how you organize, plan, and prioritize your work.

2. Provide an experience in which you resolved a difficult customer inquiry or complaint.

3. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

4. What is the key to success when communicating with the public.

5. Share an experience you had in dealing with a difficult person and how you handled the situation.

6. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

7. Tell me about a recent experience you've had working with your hands.

8. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

9. 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.

10. Name a time when your patience was tested. How did you keep your emotions in check?

11. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

12. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

14. Please share an experience in which you presented to a group. What was the situation and how did it go?

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15. Provide an example when your ethics were tested.

16. Provide a time when you dealt calmly and effectively with a high-stress situation.

17. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

18. 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.)

19. Share an experience in which your willingness to lead or offer an opinion helped your company.

20. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

21. 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.)

22. Share an effective method you have used to ensure that customers receive satisfactory service and quality goods.

23. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

24. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

25. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

26. 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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27. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

28. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

29. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

30. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

31. Provide an effective method you have used to instruct staff on handling difficult and complicated sales. Share an experience.

32. Describe your experience keeping inventory of and reordering stock.

33. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

34. Share an experience in which you effectively formulated pricing policies for merchandise.

35. Provide an experience in which you accurately estimated consumer demand to determine the types and amounts of goods to be sold.

36. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

37. 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.)

38. Tell me about credit policies and/or operating procedures you have developed.

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39. Share an experience in which you successfully hired, trained, supervised, and evaluated personnel in sales or marketing. What methods made you successful?
40. Share an experience when you applied new technology or information in your job. How did it help your company?
41. What is the state of your records of purchases, sales, and requisitions?
42. Provide an effective method you have used to enforce safety, health, and security rules.
43. What factors do you consider when assigning employees to specific duties?
44. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
45. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
46. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
47. Provide an example of when you were persistent in the face of obstacles.
48. Describe an effective method you have used to plan budgets. Share an experience.
49. Provide an experience in which you successfully planned and prepared work schedules.
50. Share an experience in which you successfully performed work activities of subordinates.
51. Name a time when your creativity or alternative thinking solved a problem in your workplace.
52. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

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53. 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.)
54. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
55. Provide an experience in which you effectively established and implemented policies, goals, objectives, and/or procedures for your department.
56. Describe your experience examining products for resale or storage to determine their condition.
57. Share the methods you have used to prepare reports for management and budget departments.
58. Tell me about an effective advertising campaign or sales promotion which you planned and/or coordinated.
59. Share an experience in which conferring with company officials helped you develop an effective method or procedure to increase sales, expand markets, and/or promote business.
60. 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?
61. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
62. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
63. 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.)
64. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
65. Give me an example of when you thought outside of the box. How did it help your employer?

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66. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

67. How do you stay fit in order to perform physical activities that are required in the workplace?

68. What is the key to a successful budget?

69. Would you consider analyzing data or information a strength? How so?

70. What is the most challenging part of budgeting for you?

71. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

72. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

73. Describe a time when you successfully provided personal assistance to a coworker or patron.

74. Share an experience in which you've successfully learned how to handle a new piece of equipment?