

Loan Assistant Interview Questions

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| 1. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 2. Describe your experience operating office machines. |
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| 3. 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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| 4. Tell me how you organize, plan, and prioritize your work. |
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| 5. 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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| 6. 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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| 7. Provide an example when your ethics were tested. |
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| 8. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 9. 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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| 10. Name a time when your patience was tested. How did you keep your emotions in check? |
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