

## Staff Assistant Interview Questions

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

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

3. 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?

4. Share your experience determining coverage on insurance policies.

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

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

7. Provide an experience in which you effectively provided customer service.

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

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

10. Share an experience in which you organized and/or maintained office or warehouse records. What methods made you effective?

11. Provide an example when your ethics were tested.

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

13. 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.)

14. Provide an experience in which you calculated the amount of claims.

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

16. Share an experience in which you effectively applied insurance rating systems.

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

18. 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.)

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

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