

Statement Services Representative Interview Questions

1. Tell me how you organize, plan, and prioritize your work.
2. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
3. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
4. Provide an example when your ethics were tested.
5. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
6. Share an experience in which you used bank machines to encode and cancel checks.
7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
8. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
9. Provide a time when you dealt calmly and effectively with a high-stress situation.
10. Provide your experience comparing prepared bank statements with canceled checks and reconciling discrepancies.
11. Share an experience when you applied new technology or information in your job. How did it help your company?
12. 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.)
13. What is the state of your files of canceled checks and customers' signatures?

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

15. 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.)

16. Share an experience in which you successfully adjusted customer accounts and answered inquiries about errors.

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

18. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

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

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