

Loan Administrator Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. What methods do you use to determine the feasibility of granting an applicant a loan?
3. What is the key to success when communicating with the public.
4. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
5. Tell me how you organize, plan, and prioritize your work.
6. Share an experience when you applied new technology or information in your job. How did it help your company?
7. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
8. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
10. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
11. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
12. Please share an experience in which you presented to a group. What was the situation and how did it go?
13. 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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14. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

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

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?

17. Provide an example when your ethics were tested.

18. Share an experience in which meeting with an applicant helped you be successful in your work.

19. How do you organize loan applicants' financial information?

20. How do you ensure that loan agreements are complete and accurate?

21. Provide an effective method you have used to explain to clients the different types of loans and credit options and terms of service.

22. Describe a loan you approved and one you did not approve.

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

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

25. Describe a credit policy, credit line, procedure, or standard which you set.

26. Share an experience in which you resolved a difficult customer complaint.

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

29. How do you stay abreast of new types of financial services and products? Share an experience in which this helped you better meet your customers' needs.

30. 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.)