

Proration Clerk Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Share an experience in which you effectively computed and analyzed data.
3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
6. Tell me how you organize, plan, and prioritize your work.
7. Share an experience when you applied new technology or information in your job. How did it help your company?
8. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
9. Would you consider analyzing data or information a strength? How so?
10. 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?
11. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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14. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
15. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
16. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
17. Provide an example when your ethics were tested.
18. Tell me about some of your most recent computer programming projects.
19. Provide an example of a project you worked on that demonstrates your programming abilities. What was your role in the project?
20. Please share an experience in which you presented to a group. What was the situation and how did it go?
21. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
22. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
23. Provide an experience in which you compiled statistics from source materials.
24. Share an experience in which you compiled reports, charts, and graphs that effectively described and interpreted findings of analyses.
25. 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?
26. Provide an effective method you have used to verify the completeness and accuracy of source data.
27. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the

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candidate is dependable.)

28. 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.)

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. Name a time when your creativity or alternative thinking solved a problem in your workplace.