Underwriting Account Representative Interview Questions

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

2. Provide an effective method you have used to determine the degree of risk by examining documents.

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

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. Share an experience when you applied new technology or information in your job. How did it help your company?

6. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

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

8. 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?

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

10. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

11. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

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

13. Provide an example when your ethics were tested.

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

15. How do you identify risks? Share an experience in which you successfully identified and effectively dealt with risks.

16. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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

18. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

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

20. Share an experience in which conferring with others helped you obtain information you could not have found otherwise.

21. Tell me about a reinsurance of policy with a high risk which you authorized. How about one you did not authorize?

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

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

24. 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.)

25. Share an experience in which you identified a possibility of losses due to either catastrophe or excessive insurance.

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

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27. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
28. 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.)
29. Provide an example of when you were persistent in the face of obstacles.
30. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.