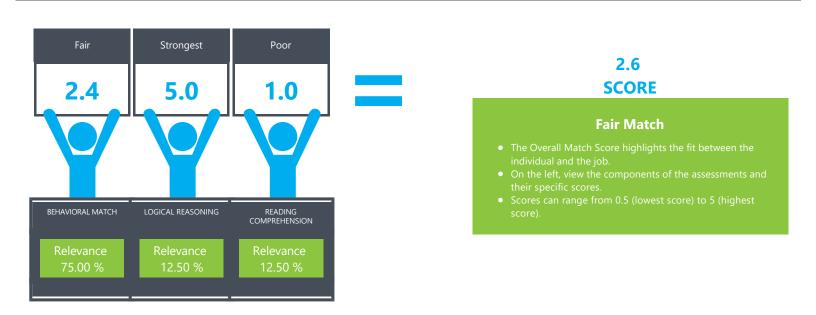




Roberta Sample

Insurance Claims Clerk





Leading Strengths

These traits emerged as behavioral strengths for this individual. Review the "Key Insights" tab for more details on these.

Process-Focused: The extent to which individuals prefer to be organized and structured in the way they work, rather than taking a less methodical approach.

Work Ethic: The extent to which individuals have a positive attitude towards work and organizations as opposed to a negative one.

Work Intensity: The extent to which individuals work hard to accomplish many things quickly as opposed to working methodically or at a less hurried pace.



Potential Weaknesses

These traits emerged as behavioral limitations for this individual. Review the "Key Insights" tab for more details on these.

Frustration Tolerance: The extent to which individuals have a resilient and positive outlook under most work circumstances as opposed to being concerned about what could go wrong. **Accommodation:** The extent to which individuals place more emphasis on accommodating the needs of others as opposed to prioritizing their personal needs.

Social Restraint: The extent to which individuals are highly selfcontrolled when engaging with others as opposed to being less restrained and carefree.

For more information: Select, Assess & Train Tel: 919-787-8395 Email: info@selectassesstrain.com

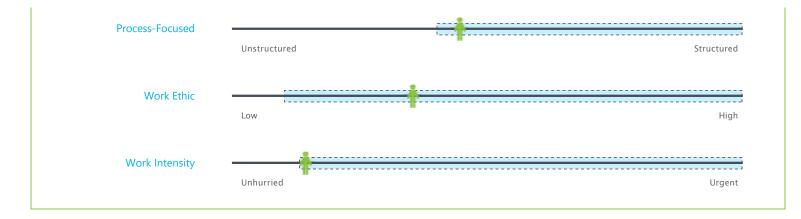




Insurance Claims Clerk

Key Insights





ROBERTA Sample

Insurance Claims Clerk

Interview Date: _____

OPENING QUESTIONS

1. Please tell me about your work history. How has your previous work experience prepared you to take on the challenges of this role?

2. Tell me about what attracted you most to this position. What prompted you to apply for this job?

3. Describe your ideal work environment. In what type of work culture do you feel you perform best?

4. We all have preferences when it comes to supervisory style and the type of manager with whom we work most effectively. What type of oversight and interaction do you prefer from a manager? Why do you feel this helps you work most effectively?

COMPETENCY QUESTIONS

MAKING SOUND DECISIONS

Describe a time when you had an important decision to make, but had several alternatives to choose from. What criteria went into your decision? What was the result?

Tell me about a time when you implemented a solution to a problem and then discovered later that the problem was not fixed. What actions did you take? What was the result?

ANSWER:

COMMUNICATING EFFECTIVELY

Tell me about a time when you needed to adapt your communication style to meet the needs of a particular person or audience. What was your approach? What was the outcome?

ANSWER:

Tell me about a time when you had a miscommunication with someone. What happened? How did you become aware of the miscommunication? What was the final outcome?

ANSWER:

TEAMWORK AND COLLABORATION

Describe the last assignment in which you were part of a team. What was your role? What aspects of working as part of a team did you do well? Where could you have improved? Why?

ANSWER:

In what types of situations do you prefer to work independently and in what types of situations do you prefer to work as part of a team? Why?

ANSWER:

DELIVERING RESULTS

Tell me about a time when you were assigned an important task at work. How did you hold yourself accountable to ensure the task was completed on-time and up to standards? How did you approach the task? What was the result?

ANSWER:

Tell me about a time when you were assigned responsibility for a work project, and you did not achieve your desired objective. What was the project? What did you do to accomplish it? Why do you think the project was not completed or fell short?

ANSWER:

RESILIENCE

Describe a stressful situation at work that you experienced. What was the situation? How did you react to it? How did this impact your work performance?

ANSWER:

Tell me about the last significant setback you had at work. What was the situation? What happened? How did you react?

ANSWER:

WORK ORGANIZATION

Tell me about a recent time when you had to plan a project or some work you had been assigned. What was the assignment or project? Describe your approach.

ANSWER:

Tell me about a project that you were responsible for planning that did not go as smoothly as you would have liked. What did you do? If you could redo the planning of the project, what would you do differently?

ANSWER:

CUSTOMER SERVICE

Give a specific example of a time when you had to address an angry customer. What was the problem? What action did you take to resolve the issue? What was the customer outcome? How would you assess your role in diffusing the situation?

ANSWER:

Describe to me several situations where you delivered high quality service to a customer. What did you do? What was the customer's response?

ANSWER:

For the following scale: **Accommodation**, the candidate scored **below** the match area. Tell me about a time when you had to respond to a request that seemed unreasonable. What was the request? How did you respond?

(Listen for an attempt to meet the need to the best of their ability.)

For the following scale: **Frustration Tolerance**, the candidate scored **below** the match area.

Tell me about a time when you felt really frustrated or burned out at work. What was the situation? What led you to feel this way? What aspects of work tend to cause you frustration or stress?

(Listen for the effects of frustration on the individual and how it may impact the individual's work. Was the ability to manage frustration and work through the issue effectively demonstrated?)

For the following scale: **Social Restraint**, the candidate scored **below** the match area.

In your past jobs, tell me about situations when you became angry or upset with another person. What upset you? How did you respond? What was the result?

(Listen for the self-discipline to handle the situation tactfully and appropriately.)

For the following scale: **Reading Comprehension**, the candidate scored **below** the match area. Tell me about the last business book you read. What was the book about and why did you select that book?

(Listen for the individual's ability to be comfortable with reading.)