Benefits Administrator Interview Questions

1. Tell me how you organize, plan, and prioritize your work.
2. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?
3. Tell me about your last experience designing, evaluating, and modifying benefits policies to ensure that programs were current, competitive, and in compliance with legal requirements.
4. What is the most challenging part of budgeting for you?
5. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
6. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
7. Share an experience you had in dealing with a difficult person and how you handled the situation.
8. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
9. Share an experience when you applied new technology or information in your job. How did it help your company?
10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.