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# 2nd Shift Human Services Job Interview Preparation Guide.

### Question #1

Why do you want this job In 2nd Shift Human Services?

### Answer:-

This question typically follows on from the previous one. Here is where your research will come in handy. You may want to say that you want to work for a company that is Global Guideline, (market leader, innovator, provides a vital service, whatever it may be). Put some thought into this beforehand, be specific, and link the company's values and mission statement to your own goals and career plans.

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### Question # 2

How do you handle confidentiality in your work?

#### Answer-

Often, interviewers will ask questions to find out the level of technical knowledge In 2nd Shift Human Services that a candidate has concerning the duties of a care assistant. In a question such as this, there is an opportunity to demonstrate professional knowledge and awareness. The confidentiality of a person's medical records is an important factor for a care assistant to bear in mind.

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### Question # 3

Can you explain why you changed career paths In 2nd Shift Human Services?

### Answer:-

Don't be thrown off by this question-just take a deep breath and explain to the hiring manager why you've made the career decisions In 2nd Shift Human Services you have. More importantly, give a few examples of how your past experience is transferable to the new role. This doesn't have to be a direct connection; in fact, it's often more impressive when a candidate can make seemingly irrelevant experience seem very relevant to the role.

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### Question # 4

Do you ever take work home with you?

### Answer:-

Here are two great sample answers that might help get you started:

- \* I am an extremely organized person, so I tend to be able to get my work done at work. However, if the need arose I would not be against taking work home. I try not to make it a habit, since I do value my free time. I do realize though that the work we do is important, and sometimes you have to do what needs to be done.
- \* I do not shy away from taking work home with me. I know that meeting deadlines and doing outstanding work sometimes means taking a bit of it home. I do not have a problem doing that when the need arises.
- \* Make sure to give an honest answer. Lying about taking work home may turn out badly for you if it is required and you do not do it.

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### Question # 5

When were you most satisfied in your job In 2nd Shift Human Services?

### Answer:-

I'm a people person. I was always happiest and most satisfied when I was interacting with community residents, making sure I was able to meet their needs and giving them the best possible comfort in a tough situation. It was my favorite part of the job, and it showed. Part of the reason I'm interested in this job is that I know I'd have even more interaction with the public, on an even more critical level.

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### Question # 6

What is your greatest achievement outside of work In 2nd Shift Human Services?

### Answer:-

This is a great opportunity for you to discuss how you've given back to the community, how you've achieved in a competitive extracurricular activity (think sports or



clubs), how you've mentored others, and so forth.

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### Question #7

You notice there are too many non productive internal meetings being held, what do you do?

#### Answer:-

Reach out to your boss and let him know that first you value his leadership and organization but that you are being overwhelmed with the amount of non productive internal meetings.

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### Question #8

What have you learned from mistakes on this job?

#### Answer.

Candidates without specific examples often do not seem credible. However, the example shared should be fairly inconsequential, unintentional, and a learned lesson should be gleaned from it. Moving ahead without group assistance while assigned to a group project meant to be collaborative is a good example.

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### Question #9

What are you looking for in a new position In 2nd Shift Human Services?

#### Answer:-

I've been honing my skills In 2nd Shift Human Services for a few years now and, first and foremost, I'm looking for a position where I can continue to exercise those skills. Ideally the same things that this position has to offer. Be specific.

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#### Question # 10

Top 11 Interview Questions to Ask when Emotional Intelligence Matters In 2nd Shift Human Services:

#### Answer-

Emotional intelligence, or EQ, has come into vogue as a good trait to hire for.

EQ is the ability to use emotional information to guide thinking and behavior, to recognize other people's emotions and your own, and to discriminate between different feelings and label them appropriately.

EQ is considered essential to help teams function well. Here are some of the top questions for help you get an idea of how candidates perceive their emotions and those of others.

- 1. If you started a company today, what would its top values be?
- 2. Who inspires you? Why?
- 3. How could you create more balance in your life?
- 4. What makes you angry?
- 5. How do you have fun?
- 6. How good are you at asking for help?
- 7. How did you deal with a bad day?
- 8. What's something you're really proud of? Why?
- 9. Tell me about a time when your mood altered your performance (positively or negatively).
- 10. Has there ever been a time when you felt you needed to change your behavior at work? How did you do it?
- 11. Did you create friendships that lasted while working at a previous job?

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### Question # 11

Where do you see your career in five years In 2nd Shift Human Services?

### Answer:

I would like to retire from this company. I would like to make a difference in the company whether in the company or any other position or area of the company In 2nd Shift Human Services.

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### Question # 12

How do you rate yourself in computer skills? Please describe the programs and software that you can use well?

### Answer:

Ideally you want to able to type quickly, have the ability to effectively use Microsoft Office, and more importantly be able to quickly adapt to computer / technology skills. More and more it's become an integral part of work. If the job doesn't require technology skills - then this question shouldn't be asked!

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### Question # 13

What did you like least about your last (or current) job In 2nd Shift Human Services?

### Answer:-

Don't vent or focus on the negative with brutally honest answers such as "My boss was a jerk," or "The company culture was too politically correct," or "They just weren't giving me the opportunity to take my career to the next level." Instead, keep the emphasis on the positive, even though there are sure to be things you weren't happy about.

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### Question # 14

If you were interviewing someone for this position In 2nd Shift Human Services, what traits would you look for?

#### Answer-

This is where the interviewer tries to turn the tables on you. Answer confidently by stating 3 specific traits that are applicable to that job role. For example, a consulting job would likely look for someone who can think outside of the box.

After answering, ask them, "Am I spot on here and if not, what traits would you look for?"

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### Question #15

Do you think you are overqualified for this position In 2nd Shift Human Services?

#### Answer:-

No matter your previous job experience or educational background, be sure to tell the interviewer you have the knowledge and skills to successfully execute the job responsibilities.

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### Question # 16

How do you keep others informed on work issues?

### Answer:-

Possible methods:

Talking to them, emailing them, sharing best practices in meetings

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#### Question # 17

If you were given more initiatives than you could handle, what would you do?

#### Answer.

First prioritize the important activities that impact the business most. Then discuss the issue of having too many initiatives with the boss so that it can be offloaded. Work harder to get the initiatives done.

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### Question # 18

What have you done to improve your skills over the past year In 2nd Shift Human Services?

### Answer:-

You'll want to be prepare with some very specific examples of what you've done over the last year and what you're currently doing to improve your professional knowledge and skill set as well as anything else you're doing the shows self improvement.

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### Question # 19

Tell me a difficult situation you have overcome in the workplace?

### Answer:

Conflict resolution, problem solving, communication and coping under pressure are transferable skills desired by many employers In 2nd Shift Human Services. Answering this question right can help you demonstrate all of these traits.

- \* Use real-life examples from your previous roles that you are comfortable explaining
- \* Choose an example that demonstrates the role you played in resolving the situation clearly
- \* Remain professional at all times you need to demonstrate that you can keep a cool head and know how to communicate with people

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### Question # 20

What is more important to you money or success?

### Answer:-

First ask yourself that question before the interview - what are your priorities? Are money and success actual one in the same goal for you? If not, what's more important based on how do you define success?

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### Question # 21

What type of people do you not work well with?

### Answer:-

Be very careful answering this question as most organization employ professionals with an array of personalities and characteristics. You don't want to give the impression that you're going to have problems working with anyone currently employed at the organization. If you through out anything trivial you're going to look like a whiner. Only disloyalty to the organization or lawbreaking should be on your list of personal characteristics of people you can't work with.

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### Question # 22

If you felt like you were hitting the proverbial "wall" and getting burned out, what would you do to re-energize yourself?



### Answer:-

Take a break to rest. Work in smaller increments of time to increase focus with breaks in between. Delegate tasks to those that are willing to help.

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### Question # 23

If someone had to say something negative to you, what would they say?

#### Answer-

Again, be honest about sharing a story here about someone who may not have gotten along with you in the office here and explain how you were able to fix that relationship or change your attitude/action to be a better person / coworker.

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### Question # 24

How do you handle conflicts with people you supervise?

#### Answer:-

At first place, you try to avoid conflicts if you can. But once it happens and there's no way to avoid it, you try to understand the point of view of the other person and find the solution good for everyone. But you always keep the authority of your position.

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### Question # 25

How has school prepared you for this job role?

#### Answer:

Think back to how you've interacted with your peers to develop social skills, how you've worked with classmates on projects to develop teamwork and collaborative skills, how you've developed discipline through studying, how the courses have helped your creativity, and how the classes you've taken have impacted your analytical / problem solving / reasoning skills.

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### Question # 26

Tell me an occasion when you needed to persuade someone to do something?

### Answer:-

Interpersonal relationships are a very important part of being a successful care assistant. This question is seeking a solid example of how you have used powers of persuasion to achieve a positive outcome in a professional task or situation. The answer should include specific details.

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### Question # 27

What classes did you enjoy most in college and why?

### Answer:-

Think back to the classes that either resonated with your passion or truly helped you to develop skills that you believe will help you in your career. Talk about those.

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### Question # 28

What does "collaboration with teammates" mean to you?

### Answer:-

Drinking at the water cooler together is not the best example. Think of how you can collaborate with teammates to generate new ideas, to create initiatives to impact the business' success for the better (specifically in the department that you're applying for). For example, if you're applying to marketing, collaboration could mean discussing new ways of social media advertising to reach an audience of over a million people to strengthen the brand awareness of the company.

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### Question # 29

Give me a few examples of how you're results oriented?

### Answer:-

Make you give an example where you discuss details and metrics. For example, I was a tutor in my last job and mentored 5 students on their SAT test taking skills and raised their scores by 15% on average after a 3 month teaching stint.

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### Question # 30

What differentiates you from the competition?

### Answer:

Think about what you bring to the table that you truly believe is unique - the easiest way to do is to think of your own personal stories that demonstrate your work ethic, skills, and dedication. Most people have some or all of those skills, but the unique stories are what make people stand out in interviews.

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### Question #31



Do you work well on a team? How would you define teamwork?

#### Answer:

I would define team work as getting the job done In 2nd Shift Human Services whether that means if I have to do more then the guy next to me as long as the work gets finished.

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### Question #32

Tell me about a time when you were held accountable for a problem that you hadn't caused?

#### Answer-

If someone puts the blame on you (incorrectly), the best thing you can do is NOT to retaliate. You want to make it known that you were not to blame (explain all the facts) and then focus on fixing the problem in the best way possible.

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### Question #33

What other companies are you interviewing with?

### Answer:-

Companies ask this for a number of reasons, from wanting to see what the competition is for you to sniffing out whether you're serious about the industry. "Often the best approach is to mention that you are exploring a number of other similar options in the company's industry,". It can be helpful to mention that a common characteristic of all the jobs you are applying to is the opportunity to apply some critical abilities and skills that you possess. For example, you might say 'I am applying for several positions with IT consulting firms where I can analyze client needs and translate them to development teams in order to find solutions to technology problems.'

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### Question # 34

What does success mean to you?

### Answer:-

I am punctual, I always have excellent attendance on any job In 2nd Shift Human Services, I have a keen eye for both large and small details, and I am always finding ways to improve a process and shorten the length of time it takes to complete a project.

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### Question # 35

What have you done to prepare yourself to be a supervisor?

### Answer:

- 1. Learn from current supervisors (best practices)
- 2. Mentor others
- 3. Be exceptionally good at your current job so that it builds your credibility
- 4. Have a high emotional IQ

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### Question # 36

How long do you envision yourself staying with this company?

### Answer:

Understand that companies invest a lot of money into hiring the right staff. You want to emphasize that you are in it for the long run and you want to develop a career there and that it's not just a "5 month stepping stone" type of a job. You should be thinking how you're going to grow with that company. After all, don't you want to invest your energy and time with a company that is going to continue to be successful and one that will help you grow?

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### Question # 37

How did you find out about this job In 2nd Shift Human Services? What do you know about the job?

### Answer:

Possible ways to find out about the job:

Online website listing, friend, professional referral, mentor, career fairs, networking events. You should know about the roles and responsibilities of the job and what they're looking for. Make sure you read up on that online beforehand or ask the person that referred you.

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### Question # 38

What skills do you bring to the table?

### Answer:

Think of your skill sets with regards to: analytical skills, interpersonal skills, communication skills, computer skills, presentation skills, management skills, sales skills and so forth.

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### Question #39

What are ideas or initiatives you've led and what was the outcome?



### Answer:-

Describe your most unique ideas and initiatives that had the best results for the company. Make sure you highlight your creativity, your results, your diligence and your ability to execute.

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### Question # 40

What are your thoughts on failure?

#### Answer:-

Failure happens. It's a part of life. The key is understanding that you can't be perfect at everything and more importantly you're going to learn from failures to come out stronger.

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### Question #41

What negative thing would your last boss say about you?

#### Answer.

"He/She wouldn't say anything bad, but he/she may point out I could improve in a certain area, and I've taken steps to become better at those skills"

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### Question # 42

Why do you feel you will excel at rhis job?

### Answer:-

This question presents an excellent opportunity for you to discuss your education, qualifications and personal traits. You might say something like "I studied property management as well as behavior during my college years and I have two years' experience in real estate.

I can gauge the homes or apartments in which clients will be interested based solely upon the needs of their families. Finally, my organizational skills will allow me to schedule appointments or showings confidently and arrive for them punctually." This shows your interviewer that you have all of the skills necessary to become successful not only for yourself, but also for your employer.

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### Question #43

If hired, how do you intend on making a difference with our company?

### Answer:-

Dedicate myself to learn everything about the new company that I can, look for ways and ideas that could improve, processes, safety, removing obstacles from the associates, I want to advance within the company.

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### Question # 44

What do you consider to be your weaknesses?

### Answer:-

What your interviewer is really trying to do with this question-beyond identifying any major red flags-is to gauge your self-awareness and honesty. So, "I can't meet a deadline to save my life In 2nd Shift Human Services" is not an option-but neither is "Nothing! I'm perfect!" Strike a balance by thinking of something that you struggle with but that you're working to improve. For example, maybe you've never been strong at public speaking, but you've recently volunteered to run meetings to help you be more comfortable when addressing a crowd.

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### Question # 45

How would you observe the level of motivation of your subordinates?

### Answer:-

Choosing the right metrics and comparing productivity of everyone on daily basis is a good answer, doesn't matter in which company you apply for a supervisory role.

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### Question # 46

Do you work well under pressure?

### Answer:-

Yes.. When it comes down to the wire, the best thing I can to remain focused, have some flexibility, and understand priorities.. Giving them attention in the order they are needed.

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### Question # 47

What type of work environment do you prefer?

### Answer:

Ideally one that's similar to the environment of the company you're applying to. Be specific.

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### Question # 48

What general trends do you see in our industry?

#### Answer-

Examine what's happened in the industry in the last 5 - 10 years and how it's evolved and then look at what both the company and analysts are saying about the future of that industry in which that company competes in. Read trade magazines / online sources in that industry as well to make sure you stay up to date on trends.

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### Question # 49

How good are you at problem solving?

#### Answer:-

Describe the problem first and then discuss how you were able to fix it.

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### Question # 50

If I talked to your three biggest fans, who would they be and why?

#### Answer-

If you can reference three professionals with executive titles (CXO, VP, Director, Manager), that carries a lot of weight. Make sure you highlight how you've helped them achieve their biggest objectives and how that's made them your fan.

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### Question #51

What was the biggest professional risk you have taken and what was the outcome?

#### Answer-

First discuss how you weighed the pros and cons of the risk and the results you'd believe you could achieve. Then discuss the action plan you put into place for it and outline that step by step. Then discuss the outcome and if it wasn't optimal talk about what you would do differently in hindsight.

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### Question # 52

What do you think is your greatest weakness?

### Answer:

Don't say anything that could eliminate you from consideration for the job. For instance, "I'm slow in adapting to change" is not a wise answer, since change is par for the course in most work environments. Avoid calling attention to any weakness that's one of the critical qualities the hiring manager is looking for. And don't try the old "I'm a workaholic," or "I'm a perfectionist.

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### Question #53

What's the least rewarding work you've ever done and why?

### Answer:-

Describe work you've done that you feel doesn't take advantage of your full potential. For example, "I once had to make paper copies for my job and I feel it didn't take full advantage of my skills. However, it did teach me to be humble in my work and to appreciate a good opportunity when it arose to use my skills"

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### Question # 54

What's a time you exercised leadership?

### Answer:-

Depending on what's more important for the role, you'll want to choose an example that showcases your project management skills (spearheading a project from end to end, juggling multiple moving parts) or one that shows your ability to confidently and effectively rally a team. And remember: "The best stories include enough detail to be believable and memorable,". Show how you were a leader in this situation and how it represents your overall leadership experience and potential.

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### Question # 55

Explain me about your experience working in this field In 2nd Shift Human Services?

### Answer:

I am dedicated, hardworking and great team player for the common goal of the company I work with. I am fast learner and quickly adopt to fast pace and dynamic area. I am well organized, detail oriented and punctual person.

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### Question #56

How much do you expect to get paid In 2nd Shift Human Services?

### Answer:-

For this be prepared and research salary to find out what similar positions are paying in your area before you go to the interview. Try to find this information out before giving your salary expectations. You can and should provide a range instead of an exact number. But again, don't say any numbers you're not comfortable with because if the employer offers you a salary at the lowest end of your range, you don't have much to negotiate with when it comes to getting a higher salary.



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### Question # 57

How do you handle stressful situations?

#### Answer:-

By remaining calm, weighing out all my options and executing a plan to get the situation resolve.

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### Question # 58

What features of your previous jobs have you disliked?

### Answer:-

It's easy to talk about what you liked about your job in an interview, but you need to be careful when responding to questions about the downsides of your last position. When you're asked at a job interview about what you didn't like about your previous job, try not to be too negative. You don't want the interviewer to think that you'll speak negatively about this job or the company should you eventually decide to move on after they have hired you.

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### Question # 59

How would you go about establishing your credibility quickly In 2nd Shift Human Services with the team?

#### Answer:-

Fully understand my responsibilities, work hard and exceed expectations, learn as much as possible, help others as much as possible, understand what my teammates' goals and needs are, be on time, and gain a mentor.

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### Question # 60

Why are you leaving your current job?

#### Answer:-

This is a toughie, but one you can be sure you'll be asked. Definitely keep things positive-you have nothing to gain by being negative about your past employers. Instead, frame things in a way that shows that you're eager to take on new opportunities and that the role you're interviewing for is a better fit for you than your current or last position. For example, "I'd really love to be part of product development from beginning to end, and I know I'd have that opportunity here." And if you were let go? Keep it simple: "Unfortunately, I was let go," is a totally OK answer.

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### Question # 61

Are you planning to continue your studies and training In 2nd Shift Human Services?

### Answer:-

If asked about plans for continued education, companies typically look for applicants to tie independent goals with the aims of the employer. Interviewers consistently want to see motivation to learn and improve. Continuing education shows such desires, especially when potentials display interests in academia potentially benefiting the company.

Answering in terms of "I plan on continuing my studies in the technology field," when offered a question from a technology firm makes sense. Tailor answers about continued studies specific to desired job fields. Show interest in the industry and a desire to work long-term in said industry. Keep answers short and to the point, avoiding diatribes causing candidates to appear insincere.

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### Question # 62

If I were to give you this salary you requested but let you write your job description for the next year, what would it say?

### Answer:

It should say the same thing - after all - if you think this salary is fair then it should suit the responsibilities!

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### Question # 63

What do you look for in terms of culture -- structured or entrepreneurial?

### Answer:

A good answer is to discuss the importance of having both elements in a company In 2nd Shift Human Services. Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

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### Question # 64

What do you know about the company?

### Answer-

Any candidate can read and regurgitate the company's "About" page. So, when interviewers ask this, they aren't necessarily trying to gauge whether you understand the mission-they want to know whether you care about it. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal. Say, "I'm personally drawn to this mission because..." or "I really believe in this approach because..." and share a personal example or two.



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### Question #65

How long will it take for you to make a significant contribution?

First define significant contribution - once you do that - lay out a timeline plan in which you think you can achieve that.

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### Question # 66

What techniques and tools do you use to keep yourself organized In 2nd Shift Human Services?

Utilizing a calendar, having a notebook with your "to do" list, focusing on your top 3 priorities each and every day, utilizing a systematic way of storing documents 15 on your computer (like box.net)

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