

# **ADCB Interview Questions And Answers Guide.**



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## ADCB Job Interview Preparation Guide.

### Question # 1

How do you stay organized?

#### Answer:-

By maintaining proper routine every day. Putting my strongest points with my weakness. High priority always comes first In ADCB.

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### Question # 2

How do you think you might fit this position In ADCB?

#### Answer:-

An important part of research before the interview is what the company does and how the job role relates to that. This includes the company philosophy and working methods. Questions such as this seek to find out how a candidate will fit into the organisation In ADCB. Answer positively; including practical examples of how you anticipate you would perform in the new role.

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### Question # 3

How well do you know our company?

#### Answer:-

Well, a developed company that is gradually building their reputation in the competitive world.

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### Question # 4

Tell us about a typical day at work. How does it start? What do you do?

#### Answer:-

At the beginning of each day, I inspect the work site to make sure that it is hazard-free. Once the work site is secured, I verify that all tools and equipment are adequate in supply. As soon as the work orders are delivered, I provide workers with security guidelines and carry out drills. During the workday, it is my duty to monitor workers to ensure that they are working according to the enforced safety policies and that any problems or accidents are quickly addressed.

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### Question # 5

What are your greatest professional strengths In ADCB?

#### Answer:-

When answering this question, we recommends being accurate (share your true strengths, not those you think the interviewer wants to hear); relevant (choose your strengths that are most targeted to this particular position In ADCB); and specific (for example, instead of "people skills," choose "persuasive communication" or "relationship building"). Then, follow up with an example of how you've demonstrated these traits in a professional setting.

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### Question # 6

What did you like least about your last (or current) job In ADCB?

#### 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 # 7

What is your greatest professional achievement?



### Answer:-

Nothing says "hire me" better than a track record of achieving amazing results in past jobs In ADCB, so don't be shy when answering this interview question! A great way to do so is by using the S-T-A-R method: Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., "In my last job as a ADCB, it was my role to manage the invoicing process"), but spend the bulk of your time describing what you actually did (the action) and what you achieved (the result). For example, "In one month, I streamlined the process, which saved my group 10 man-hours each month and reduced errors on invoices by 25%."

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### Question # 8

How did you handle meeting a tight deadline In ADCB?

### Answer:-

Review every deadline you need to meet. Prioritize your projects by deadline and factor in how important each project is. Record your deadlines on a digital calendar or spreadsheet.

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### Question # 9

Are You a 'People' Person?

### Answer:-

Although it may be phrased a little differently, the gist of this question is clear:

Do you like being around people? If you don't, being a medical assistant isn't a good fit for you. After all, you'll be working directly with patients throughout the day. It helps a lot if you sincerely like interacting with them. While answering this question, make sure to mention that you like helping people too. This will drive home the point that you are a talented medical assistant and would be a valuable part of the team In ADCB.

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### Question # 10

How do you handle your anger?

### Answer:-

I don't get angry very easily but in the rare occasion that I do, I hold it in and act as though nothing is wrong.

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### Question # 11

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 # 12

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 # 13

What is your greatest strength? How does it help you In ADCB?

### Answer:-

One of my greatest strengths, and that I am a diligent worker... I care about the work getting done.. I am always willing to help others in the team.. Being patient helps me not jump to conclusions... Patience helps me stay calm when I have to work under pressure.. Being a diligent worker.. It ensures that the team has the same goals in accomplishing certain things.

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### Question # 14

Describe a typical work week for this position In ADCB?

### Answer:-

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position In ADCB you are applying for and how your current or past positions relate to it. The more you can connect your past experience with the job opening, the more successful you will be at answering the questions.

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### Question # 15

Do you think you have enough experience In ADCB?

### Answer:-

If you do not have the experience they need, you need to show the employer that you have the skills, qualities and knowledge that will make you equal to people with



experience but not necessary the skills. It is also good to add how quick you can pick up the routine of a new job role.

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### **Question # 16**

Give me an example of an emergency situation that you faced. How did you handle it?

#### **Answer:-**

There was a time when one of my employers faced the quitting of a manager in another country. I was asked to go fill in for him while they found a replacement and stay to train that person. I would be at least 30 days. I quickly accepted because I knew that my department couldn't function without me.

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### **Question # 17**

Have you got any questions?

#### **Answer:-**

This is your final opportunity to persuade the interviewer that you are the right candidate for the job. Now is not the time to ask questions about holidays, pay or pensions - all these things can be asked later when you get an offer of employment. Now is the time to ask about any reservations that the interviewer may have about your suitability for the role. You will then give yourself one last chance to persuade the interviewer that you are the right candidate for the job.

Example Thank you. I think we have covered everything. Before we finish the interview I would like to take the opportunity to ask if you have any reservations about my suitability for this role?

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### **Question # 18**

How do you plan to go by an example for your subordinates?

#### **Answer:-**

Sticking to the rules by yourself, working hard and not mind participating on basic tasks is a good answer.

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### **Question # 19**

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 # 20**

What are three positive things your last boss would say about you?

#### **Answer:-**

It's time to pull out your old performance appraisals and boss's quotes. This is a great way to brag about yourself through someone else's words:

"My boss has told me that I am the best designer he has ever had. He knows he can rely on me, and he likes my sense of humor."

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### **Question # 21**

What is your greatest weakness In ADCB? What are you doing to improve it?

#### **Answer:-**

I believe my biggest weakness In ADCB is wanting to help anyone I can help. What I mean is I am willing to take on task that are not my job. I want to learn all I can. However, that has helped me get promoted or even asked to help in times of need in other department. I have been know as the "go to person" when help is needed.

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### **Question # 22**

What schedule do you hope to work? Are you willing to work extra hours?

#### **Answer:-**

Be honest. If you really want the job and are willing to work any schedule needed, say so. If, however, you have no intention of working late hours or weekends, simply let the interviewer know the hours that you are available to work. The same applies to extra hours. You are more likely to be hired if you are willing to work any time you are needed. However, saying that you are willing and then complaining about the hours once you start working is a recipe for disaster.

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### **Question # 23**

What's a time you exercised leadership?

#### **Answer:-**

Depending on what's more important for the 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 # 24

Where do you see yourself professionally five years from now In ADCB?

#### Answer:-

Demonstrate both loyalty and ambition in the answer to this question. After sharing your personal ambition, it may be a good time to ask the interviewer if your ambitions match those of the company.

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### Question # 25

What problems have you encountered at work?

#### Answer:-

Wow, do we have problems! Where do I begin? Well, most of the problems are internal, just people not working well with each other. I have one person on our team who is a real problem, but it seems like management is afraid to do anything about it. So we all end up having to do extra work to cover for this person, who just doesn't work. We all say that he's retired in place. I think he's just holding on until retirement in a couple years. But he's a real problem. I complain about it--a lot--but nothing ever seems to get done. I've even written negative reviews about the person, hoping he will get canned, but it doesn't happen. I can't wait for him to retire.

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### Question # 26

Have you ever you have been in a position In ADCB where you've had to fire someone? How did you feel about that experience?

#### Answer:-

Be very thoughtful about your answer. This is a very serious matter for most companies and requires a very serious answer. You need to express that you will do it when it is the right thing to do but you don't want to give the impression that you're callous to the process. Don't forget that firing is not the same as laying someone off - it typically is for the direct benefit of the company.

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### Question # 27

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 # 28

What has disappointed you about a previous job?

#### Answer:-

Again, this question could get you in trouble so tread carefully. Some good answers might be that your previous job didn't provide any room for growth, that you were laid off due to a mandatory reduction in staff, that they closed their office in your state and required you to relocate, etc. Make sure not to mention anything negative about the people you worked with, the company in general or the job itself.

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### Question # 29

If you were hiring a person for this job In ADCB, what would you look for?

#### Answer:-

Discuss qualities you possess required to successfully complete the job duties.

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### Question # 30

Top 17 Behavioral Interview Questions In ADCB:

#### Answer:-

Behavioral interviews In ADCB were popularized by industrial psychologists in the 1970s, and have been used at big companies like AT&T. The idea behind them is that past responses to situations are the best predictor of how candidates will respond in the future.

1. Tell me about a time you faced a conflict while working as part of a team.
2. Talk about a goal you set for yourself. What did you do to make sure you met the goal?
3. Give an example of a time when you had to work with someone with a very different personality from yours.
4. Talk about an instance where you wish you'd handled a situation differently with a team member.
5. What's the most difficult problem you have had to solve In ADCB?
6. Give an example of how you handled a situation where you needed information from a colleague who wasn't responsive.
7. Talk about a time when you had problems building a relationship with a key team member. What did you do?
8. Tell me about an instance when it was important to make a great impression on a client. What did you do?
9. Tell me about a situation where you had to work with a difficult client.
10. Tell me about a situation where you disappointed a client, and how you tried to fix it.
11. Talk about a time when you had to strategize to meet all your obligations.
12. Talk about a time when you failed at something. How did you react?
13. Talk about a time you took on a leadership role.
14. Tell me about a long-term project you oversaw. How did you keep it focused and on schedule?
15. Talk about a time when you were under a lot of stress. What caused it, and how did you manage?
16. Do you prefer to work alone or with others In ADCB?



17. Tell me about a time when you were overwhelmed by the amount of work on your agenda. How did you handle it?

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### **Question # 31**

What do you consider ethical spending on an expense account?

#### **Answer:-**

It depends on the role - but the better way to answer this is to ask the interviewer what their expectations are with regards to what the role can expense and then simply state that you'll stay within those parameters

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### **Question # 32**

What motivates you to work In ADCB?

#### **Answer:-**

Describe what makes you passionate about the work. It could be the company's vision, the product, your desire to succeed, the clients, your peers and so on. They key is to first understand what internally motivates you to do your job and then to emphasize that in a positive way

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### **Question # 33**

What's been your biggest failure to date?

#### **Answer:-**

Describe your biggest failure and discuss what you've learned from it and ideally how you've been successful since because of that lesson.

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### **Question # 34**

Describe yourself in three words?

#### **Answer:-**

Pick three adjectives but then back up each with a real life story that demonstrates those characteristics.

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### **Question # 35**

What is your ideal working environment?

#### **Answer:-**

Describe your ideal working environment. Do you like flexibility with work hours? Do you like working in a cubicle or independently? Do you like to be micro managed or empowered? Do you like to work on your own or in a team? Do you like being driven by metrics in your role? How much responsibility do you want?

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### **Question # 36**

How have you shown yourself to be a leader?

#### **Answer:-**

Think about a time where you've rallied a group of people around a cause / idea / initiative and successfully implemented it. It could be a small or large project but the key is you want to demonstrate how you were able to lead others to work for a common cause.

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### **Question # 37**

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 # 38**

What is your perception of taking on risk?

#### **Answer:-**

Your answer depends on the type of company you're interviewing for. If it's a start up, you need to be much more open to taking on risk. If it's a more established company, calculated risks to increase / improve the business or minimal risks would typically be more in line.

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### **Question # 39**

How do you act when you encounter competition?

#### **Answer:-**

This question is designed to see if you can rise the occasion. You want to discuss how you are the type to battle competition strongly and then you need to cite an



example if possible of your past work experience where you were able to do so.

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### **Question # 40**

Give me an example of when you competed hard and won?

**Answer:-**

You can reference many different areas here when discussing a story of where you won in competition: Work experience (ideal), sports, clubs, classes, projects.

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### **Question # 41**

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

**Answer:-**

Companies love it when you discuss how you've made an impact on your teammates, clients, or partners in the business or in school. It should be rewarding because of the hard work and creative process that you've put into it.

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### **Question # 42**

Describe to me a time where you had to make a hard decision In ADCB?

**Answer:-**

Hard decisions are hard for a reason. It could dramatically effect the company. It could affect other workers. So if you have a story about how you made a hard decision and had a good outcome, share that. If you have one where the outcome wasn't great, explain how you would have changed the way you approached the decision to show you learned how to improve.

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### **Question # 43**

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 # 44**

Why should we give you this job In ADCB when someone else is equally qualified?

**Answer:-**

Describe how you're unique, but make sure you tie it to the job responsibilities and how you would impact the company. For example, "I believe my unique programming skills and experience in developing over 18 best selling iphone apps will help the company develop high quality applications faster than my competitors"

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### **Question # 45**

What would you do if our competitor offered you a position In ADCB?

**Answer:-**

I would weigh the offer and consider it, however, this company and this role is my first choice.

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### **Question # 46**

How do you feel about taking on repetitive tasks In ADCB?

**Answer:-**

This answer depends on whether or not the job has a lot of repetitive tasks with no variation. If it does, then you would need to be okay with the idea of doing the same task over and over again. If you feel you can offer more than repetitive work, then describe how you would be able to do so.

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### **Question # 47**

Describe what a "lot of work" looks like to you In ADCB?

**Answer:-**

Ideally you'd like to state that you can take on a lot of work - this shows your work ethic, but at the same time it's okay to tell them that you value work and life balance.

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### **Question # 48**

What attracted you to this company In ADCB?

**Answer:-**



You could discuss the company's vision, culture and solutions/services as reasons for wanting to join it.

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### **Question # 49**

What were the responsibilities of your last position In ADCB?

#### **Answer:-**

If you want to show your ambition, you can discuss how you haven't reached all of your goals yet and in that sense aren't satisfied. However, if you want to discuss satisfaction from your job discuss an experience in which you achieved something.

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### **Question # 50**

What do you like to do?

#### **Answer:-**

Discuss your passions In ADCB. Ideally if it's work related that's fantastic! If not, talk about your academic / extracurricular passions and WHY you enjoy them. For example: I love playing sports because of the team work aspect - it's fun winning together! (This example shows you're a team player)

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### **Question # 51**

How would you go about establishing your credibility quickly In ADCB 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 # 52**

Describe a time when you had to help a coworker out that did not directly benefit you?

#### **Answer:-**

There should be many times where you've assisted others In ADCB. If you haven't, think of how you would in the future. You can discuss charitable causes, how you mentored someone, and so on.

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### **Question # 53**

Do you have good manners? What types of people need to be treated with good manners?

#### **Answer:-**

You should have good manners. Everyone should be treated with courtesy and respect.

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### **Question # 54**

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

#### **Answer:-**

Ideally you want to be 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 # 55**

What is the most important quality a supervisor should have?

#### **Answer:-**

The ability to inspire / lead a team towards one common vision.

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### **Question # 56**

How do you decide what to delegate and to whom?

#### **Answer:-**

Identify the strengths of your team members and their availability based on the priorities they have on their plate. From there, invest the tasks upon each member based on where you think you'll get the best return.

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### **Question # 57**

Are you aggressive?

#### **Answer:-**

If you are, describe it through a story / experience that you had. If you aren't, then explain why you're not. If the job role asks for you to be aggressive/not aggressive and you're the opposite of it, explain how you would develop that characteristic.





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### **Question # 58**

Describe some problems you encountered in your most recent position In ADCB and how you resolved them?

#### **Answer:-**

Discuss your work experiences. The key is to show you're calm under pressure and can handle sensitive situations with a clear train of thought.

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### **Question # 59**

How do you define arrogance? Are you arrogant?

#### **Answer:-**

Arrogance is having an attitude of superiority beyond reason. Confidence is believing in yourself without being cocky. You should not be arrogant.

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### **Question # 60**

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 # 61**

How do you handle repetitive tasks?

#### **Answer:-**

Some people enjoy it, others don't. Which are you? If you don't like it, can you at least do it well? And if you don't like it, be ready to explain why in a positive way (i.e. your potential is to do much more than simply be repetitive)

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