

# Accounting Specialist Interview Questions And Answers Guide.



**Global Guideline.**

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# Accounting Specialist Job Interview Preparation Guide.

### Question # 1

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 # 2

Tell me about yourself?

#### Answer:-

There are some questions that your potential employer aren't allowed to ask (but trust me, they probably want to). For instance, they shouldn't really ask about your family or how far away you live from your potential place of employment. If you can find a way to answer these questions anyway (with the answers they want to hear), that will give them a little added info to help them make the (right) decision!

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### Question # 3

How do you think you might fit this position As Accounting Specialist?

#### 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 As Accounting Specialist. Answer positively; including practical examples of how you anticipate you would perform in the new role.

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### Question # 4

When were you most satisfied in your job As Accounting Specialist?

#### 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 # 5

Can you tell me a little about yourself?

#### Answer:-

This question seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal: Don't give your complete employment (or personal) history As Accounting Specialist. Instead give a pitch-one that's concise and compelling and that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how that prior experience has positioned you for this specific role.

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### Question # 6

What are your weaknesses for Accounting Specialist position?

#### Answer:-



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Try not to be too critical when answering this question. Instead, pick one of your weaknesses and try to turn it into a positive. For example, you could be a perfectionist, which means that you sometimes take longer on tasks, but you make sure that they are completed to a high quality. It is important to make a negative into a positive as it doesn't make you appear overly critical and shows you can reflect on your own performance.

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### Question # 7

Would you like doing repetitive work?

**Answer:-**

Why not, I am not only doing a repetitive work but also earning but also getting a good salary by the company As Accounting Specialist. And second thing is that nothing is interesting in the life till we are not interested.

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### Question # 8

How did you hear about the position As Accounting Specialist?

**Answer:-**

Another seemingly innocuous interview question, this is actually a perfect opportunity to stand out and show your passion for and connection to the company and for job As Accounting Specialist. For example, if you found out about the gig through a friend or professional contact, name drop that person, then share why you were so excited about it. If you discovered the company through an event or article, share that. Even if you found the listing through a random job board, share what, specifically, caught your eye about the role.

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### Question # 9

How do you evaluate success As Accounting Specialist?

**Answer:-**

I evaluate success As Accounting Specialist in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that the Global Guideline company is recognized for not only rewarding success but giving employees opportunity to grow as well.

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### Question # 10

Explain yourself in one line?

**Answer:-**

When you respond, keep in mind the type of position you are interviewing for like Accounting Specialist based job, the company culture, and the work environment. Your answer should help show the interviewer why you're a match for the job and for the company.

Sample answers are:

- \* I'm a people person. I really enjoy meeting and working with a lot of different people.
- \* I'm a perfectionist. I pay attention to all the details, and like to be sure that everything is just right.
- \* I'm a creative thinker. I like to explore alternative solutions to problems and have an open mind about what will work best.
- \* I'm efficient and highly organized. This enables me to be as productive as possible on the job.
- \* I enjoy solving problems, troubleshooting issues, and coming up with solutions in a timely manner.

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### Question # 11

Can you describe your ideal boss/supervisor?

**Answer:-**

During the interview As Accounting Specialist process employers will want to find out how you respond to supervision. They want to know whether you have any problems with authority. If you can work well as part of a group (see previous question) and if you take instructions well etc.

Never ever ever, criticize a past supervisor or boss. This is a red flag for airlines and your prospective employer will likely assume you are a difficult employee, unable to work in a team or take instruction and side with your former employer.

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### Question # 12

Tell me about a time when you had to think strategically?

**Answer:-**

There was a time when I was told I had to get rid of 20% of my people. I had to determine which persons I needed the most by determining who could do what. I had to put aside personal feelings so that I could keep a working crew to handle the same workload with less people.

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### Question # 13

What motivates you?

**Answer:-**

I've always been motivated by the challenge - in my last role, I was responsible for training our new recruits and having a 100% success rate in passing scores. I know that this job is very fast-paced and I'm more than up for the challenge. In fact, I thrive on it.

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### Question # 14



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What are you looking for in a new position As Accounting Specialist?

**Answer:-**

I've been honing my skills As Accounting Specialist 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 # 15**

What is your biggest weakness As Accounting Specialist?

**Answer:-**

No one likes to answer this question because it requires a very delicate balance. You simply can't lie and say you don't have one; you can't trick the interviewer by offering up a personal weakness As Accounting Specialist that is really a strength ("Sometimes, I work too much and don't maintain a work-life balance."); and you shouldn't be so honest that you throw yourself under the bus ("I'm not a morning person so I'm working on getting to the office on time.")

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**Question # 16**

Why was there a gap in your employment As Accounting Specialist?

**Answer:-**

If you were unemployed for a period of time, be direct and to the point about what you've been up to (and hopefully, that's a litany of impressive volunteer and other mind-enriching activities, like blogging or taking classes). Then, steer the conversation toward how you will do the job and contribute to the organization: "I decided to take a break at the time, but today I'm ready to contribute to this organization in the following ways."

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**Question # 17**

How would your boss and co-workers describe you?

**Answer:-**

First of all, be honest (remember, if you get this job, the hiring manager will be calling your former bosses and co-workers!). Then, try to pull out strengths and traits you haven't discussed in other aspects of the interview As Accounting Specialist, such as your strong work ethic or your willingness to pitch in on other projects when needed.

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**Question # 18**

What is your greatest professional achievement?

**Answer:-**

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Accounting Specialist, 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 Accounting Specialist, 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 # 19**

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 # 20**

What experience do you have As Accounting Specialist?

**Answer:-**

The employer would want to know that not only you can do the job but you can make the difference and bring significant contribution - Simple as that.

No doubt that this is your time to perform and present yourself - You have to introduce/sell yourself to the interviewer. Prepare your answer based on your qualification, professional experience and what you've already achieved in your previous jobs. This is your time to express why you think that your professional abilities fit into the job and its requirements.

Top 10 employment experience you'd want to review:

- \* Companies you worked for with dates
- \* The positions you've held
- \* Key projects and responsibilities
- \* Achievements
- \* Coursework & continues education
- \* Expertise
- \* Tools you used (software, hardware)
- \* Knowledge of languages
- \* Engagement with customers and key industry leaders
- \* Team work you were involved (and your contribution)

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### **Question # 21**

How do you handle confidentiality in your work?

#### **Answer:-**

Often, interviewers will ask questions to find out the level of technical knowledge As Accounting Specialist 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 # 22**

How would you describe your approach to Accounting Specialist?

#### **Answer:-**

In more general terms, a question such as this gives a candidate the opportunity to talk about their professional philosophy and skills. While the question is general in nature, the best answers are usually quite specific, picking one or two points and exemplifying them with instances from personal history.

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### **Question # 23**

What's a time you disagreed with a decision that was made at work?

#### **Answer:-**

Everyone disagrees with the boss from time to time, but in asking this interview question As Accounting Specialist, hiring managers want to know that you can do so in a productive, professional way. "You don't want to tell the story about the time when you disagreed but your boss was being a jerk and you just gave in to keep the peace. And you don't want to tell the one where you realized you were wrong." Tell the one where your actions made a positive difference on the outcome of the situation, whether it was a work-related outcome or a more effective and productive working relationship.

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### **Question # 24**

Do you like being around people?

#### **Answer:-**

People skills are a necessity for medical assistants. When answering this question, be sure to show that you enjoy interacting and working with others and that you also derive great enjoyment from helping others. This will show that you are a team player and that you would be a valuable team member As Accounting Specialist.

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### **Question # 25**

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 As Accounting Specialist" 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 # 26**

What do you like to do outside of work?

#### **Answer:-**

Interviewers ask personal questions in an interview to "see if candidates will fit in with the culture [and] give them the opportunity to open up and display their personality, too." In other words, if someone asks about your hobbies outside of work, it's totally OK to open up and share what really makes you tick. (Do keep it semi-professional, though: Saying you like to have a few beers at the local hot spot on Saturday night is fine. Telling them that Monday is usually a rough day for you because you're always hungover is not.)

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### **Question # 27**

How many basketballs would fit in this room?

#### **Answer:-**

One. You did not ask what is the maximum number of basketballs you can fit in the room.

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### **Question # 28**

Why are you interested in this type of job As Accounting Specialist?

#### **Answer:-**

You're looking for someone who enjoys working with the elderly, or a caring, sociable, and nurturing person.

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### **Question # 29**

What are your personal skills which make you a candidate for the position As Accounting Specialist?



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### **Answer:-**

The list of crucial character traits includes patience, tact, and poise, with personal and cultural sensitivity. One needs the ability to work long hours, with much walking and some physical tasks. But the most important trait of all is to love people and to have the desire to care for them.

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### **Question # 30**

If you look at a clock and the time is 3:15, what's the angle between the hour and the minute hands?

### **Answer:-**

Usually, if the answer to a brainteaser seems too easy, chances are the answer's wrong. And in this case, the answer is not zero degrees. The hour hand, remember, moves as well. That is, in addition to the minute hand. And so, at 3:15, the hour hand and the minute hand are not on top of each other. In fact, the hour hand has moved a quarter of the way between the 3 and 4. This means it's moved a quarter of 30 degrees (360 degrees divided by 12 equals 30). So the answer, to be exact, is seven and a half degrees (30 divided by four).

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### **Question # 31**

How would you be an asset to us As Accounting Specialist?

### **Answer:-**

Think again about the job specification and the skills needed for this role As Accounting Specialist. Have a paragraph prepared highlighting how you will be able to do the job and what you can bring to the team. It goes without saying that this paragraph should be positive.

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### **Question # 32**

What was the most difficult employee situation you found yourself As Accounting Specialist? How did you overcome the problem?

### **Answer:-**

One of employees was conflicting with other and colleague who was prove his was wrong hi denied and was invite union to defend him but we have prove his wrong and I was facing disciplinary action.

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### **Question # 33**

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 # 34**

Why were you fired?

### **Answer:-**

OK, if you get the admittedly much tougher follow-up question as to why you were let go (and the truth isn't exactly pretty), your best bet is to be honest (the job-seeking world is small, after all). But it doesn't have to be a deal-breaker. Share how you've grown and how you approach your job and life now as a result. If you can position the learning experience as an advantage for this next job, even better.

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### **Question # 35**

What have you done to reduce costs, increase revenue, or save time?

### **Answer:-**

Even if your only experience is an internship, you have likely created or streamlined a process that has contributed to the earning potential or efficiency of the practice. Choose at least one suitable example and explain how you got the idea, how you implemented the plan, and the benefits to the practice.

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### **Question # 36**

What is it about this position As Accounting Specialist that attracts you the most?

### **Answer:-**

Use your knowledge of the job description to demonstrate how you are a suitable match for the role.

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### **Question # 37**

How well do you know this industry?

### **Answer:-**

Two things businesses need to pay attention to in their industries are what their competition is doing and the customers. You may not always agree with your competitors but it is important to be aware of what changes they are making. Very well. I have been in the industry for over 6 years.

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### **Question # 38**



How do you deal with conflict in the workplace As Accounting Specialist?

**Answer:-**

When people work together, conflict is often unavoidable because of differences in work goals and personal styles. Follow these guidelines for handling conflict in the workplace.

- \* 1. Talk with the other person.
- \* 2. Focus on behavior and events, not on personalities.
- \* 3. Listen carefully.
- \* 4. Identify points of agreement and disagreement.
- \* 5. Prioritize the areas of conflict.
- \* 6. Develop a plan to work on each conflict.
- \* 7. Follow through on your plan.
- \* 8. Build on your success.

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**Question # 39**

What does success mean to you?

**Answer:-**

I am punctual, I always have excellent attendance on any job As Accounting Specialist, 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 # 40**

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 # 41**

What do you already know about our company?

**Answer:-**

Good reputation of a large home grown company that has various departments and product.

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**Question # 42**

Explain a time when you did not get along with your coworker?

**Answer:-**

I used to lock heads with a fellows. We disagreed over a lot of things - from the care of civilians to who got what shifts to how to speak with a victim's family. Our personalities just didn't mesh. After three months of arguing, I pulled her aside and asked her to lunch. At lunch, we talked about our differences and why we weren't getting along. It turns out, it was all about communication. We communicated differently and once we knew that, we began to work well together. I really believe that talking a problem through with someone can help solve any issue.

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**Question # 43**

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 # 44**

Where do you see yourself professionally five years from now As Accounting Specialist?

**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 # 45**

How would you rate your communication and interpersonal skills for this job As Accounting Specialist?

**Answer:-**

These are important for support workers. But they differ from the communication skills of a CEO or a desktop support technician. Communication must be adapted to the special ways and needs of the clients. Workers must be able to not only understand and help their clients, but must project empathy and be a warm, humane presence in their lives.

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### Question # 46

What kind of salary do you need As Accounting Specialist?

#### Answer:-

This is a loaded question and a nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, that's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

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### Question # 47

How do you evaluate your ability to handle conflict?

#### Answer:-

I pride myself on being a good problem solver. Through my previous job and management positions I have faced numerous conflicts in different situations, and my experiences have helped me to hone my issue resolution skills. I believe that it is important to get to and address the root of the issue, in a respectable manner.

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### Question # 48

Describe to me the position As Accounting Specialist you're applying for?

#### Answer:-

This is a "homework" question, too, but it also gives some clues as to the perspective the person brings to the table. The best preparation you can do is to read the job description and repeat it to yourself in your own words so that you can do this smoothly at the interview.

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### Question # 49

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 # 50

How would you motivate your team members to produce the best possible results?

#### Answer:-

Trying to create competitive atmosphere, trying to motivate the team as a whole, organizing team building activities, building good relationships amongst people.

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### Question # 51

What do you think we could do better or differently?

#### Answer:-

This is a common one at startups. Hiring managers want to know that you not only have some background on the company, but that you're able to think critically about it and come to the table with new ideas. So, come with new ideas! What new features would you love to see? How could the company increase conversions? How could customer service be improved? You don't need to have the company's four-year strategy figured out, but do share your thoughts, and more importantly, show how your interests and expertise would lend themselves to the job.

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### Question # 52

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 # 53

What does quality work mean to you?

#### Answer:-

Quality work to be is about doing work to the require or set standard, which is very important when it comes to warehouse operations.

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### Question # 54

How do you think I rate as an interviewer?

#### Answer:-

I think you did fine. I'm sure you've conducted a lot of interviews, and it's probably second nature for you now. Thanks for taking the time to meet with me today. I'm





## Accounting Specialist Interview Questions And Answers

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sure you have a lot of things you have to juggle every day.

I'd say you rate at least ten out of ten. The questions you asked seemed spot on. I can tell you guys are working hard to find the perfect applicant for the job. I'm glad I could meet with you.

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### Question # 55

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 # 56

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 # 57

Do you like to start personal relationships with other employees?

**Answer:-**

Well, the right answer is yes and no. Good personal relations can improve the overall performance of a team. But on the other hand, you should not let your emotions to affect your decisions in work.

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### Question # 58

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 # 59

What is your greatest weakness As Accounting Specialist? What are you doing to improve it?

**Answer:-**

I believe my biggest weakness As Accounting Specialist 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 # 60

Why should the we hire you as this position As Accounting Specialist?

**Answer:-**

This is the part where you link your skills, experience, education and your personality to the job itself. This is why you need to be utterly familiar with the job description as well as the company culture. Remember though, it's best to back them up with actual examples of say, how you are a good team player.

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### Question # 61

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 # 62

Explain me about a time when you reached a goal within a tight deadline?

**Answer:-**

I work well under pressure to meet deadlines without jeopardizing the quality of my work. I have always worked in a fast pace environment where we are constantly under pressure to achieve best results within a time frame.

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**Question # 63**

How do you keep each member of the team involved and motivated?

**Answer:-**

Many managers mistakenly think that money is the prime motivator for their employees. However, according to surveys by several different companies, money is consistently ranked five or lower by most employees. So if money is not the best way to motivate your team, what is? Employees' three most important issues according to employees are:

- \* Respect
- \* A sense of accomplishment
- \* Recognition

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**Question # 64**

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 # 65**

How would your friends describe you?

**Answer:-**

My friends would probably say that I'm extremely persistent - I've never been afraid to keep going back until I get what I want. When I worked as a program developer, recruiting keynote speakers for a major tech conference, I got one rejection after another - this was just the nature of the job. But I really wanted the big players - so I wouldn't take no for an answer. I kept going back to them every time there was a new company on board, or some new value proposition. Eventually, many of them actually said "yes" - the program turned out to be so great that we doubled our attendees from the year before. A lot of people might have given up after the first rejection, but it's just not in my nature. If I know something is possible, I have to keep trying until I get it.

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