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# Airport Authority Job Interview Preparation Guide.

#### Question # 1

What position do you prefer on a team working on a project?

#### Anewor-

Do not claim to be comfortable with a specific role if you in are in fact not comfortable with it. However, if you have no problem working in certain roles or situations, be sure to discuss this with the interviewer.

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#### Question # 2

Your coworker highlights your mistakes in front of everyone, how do you handle the situation?

#### Answer-

Admit to the mistake without being emotional, but then discuss how you are being proactive in getting it fixed. Lastly, pull the co-worker aside later on to tell them that you'd appreciate it if they gave you the feedback 1:1 first before throwing you under the bus.

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#### Question #3

What is your biggest weakness Regarding Airport Authority?

#### 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 Regarding Airport Authority 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 # 4

How do you prioritize your work?

#### Answer:-

Depends on the situation... I like to label certain tasks as either A B or C...A being the one that requires immediate attention, and C which are tasks that aren't urgent but eventually need to get done... I like to focus my work Regarding Airport Authority on the things that need to get done, and done quickly... While balancing the other work alongside our first priorities.

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#### Question # 5

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 # 6

Do you consider yourself successful?

#### Answer:-

You should always answer yes to this question. Briefly explain why without going on and on. If you communicate that you're more successful than you really are you may come off as arrogant or unrealistic. A goof explanation is that you have set professional goals and that you have met some of these goals and are on track to meet more in the near future.

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#### Question #7

Are you good at working in a team Regarding Airport Authority?

Before you answer, consider how you best contribute to a team:

- \* Do you get along easily with people?
- \* Are you an effective collaborator
- \* Can you communicate with people from various backgrounds and with different personalities?
- \* Can you motivate people?
- \* Do you know how to push back tactfully?
- \* Can you mediate conflicts?
- \* Can you deal with difficult personalities?

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#### Question #8

What kind of work interests you the most?

#### Answer:-

You can talk about what you're passionate about. What motivates you. What excites you.

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#### Question # 9

What qualities do you look for in a boss?

Remain optimistic and do not be too specific. Good attributes include moral character, honesty, and intelligence since managers usually believe they possess these qualities.

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#### Question # 10

What are the goals you've set for yourself?

You could discuss your goals with regards to these categories: Career goals, impact you want to leave on society, financial goals, academic goals, charitable goals.

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#### Question # 11

Can you describe your ideal boss/supervisor?

#### Answer:-

During the interview Regarding Airport Authority 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, 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 intruction and side with your former employer.

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#### Question # 12

What education or training have you had that makes you fit for this profession Regarding Airport Authority?

This would be the first question asked in any interview. Therefore, it is important that you give a proper reply to the question regarding your education. You should have all the documents and certificates pertaining to your education and/or training, although time may not allow the interviewer to review all of them.

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#### Question # 13

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 Regarding Airport Authority. 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 # 14

What type of people do you not work well with?

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 disloyally 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 #15

What do you know about our company?

#### Answer:

You always want to make sure that you're pretty familiar with the company that you're interviewing with. Nothing looks worse than a candidate who knows nothing about the company they say they're interested in working for. Find out everything you can about the company, its culture and its goals. You will also want to know how the company is positioned in its market as well as who its major competitors are.

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#### Question # 16

Where do you see yourself in five years? Ten years?

#### Answer.

Bad Answer: A generic or uninspired answer. Also, answers that show that this career/company is just a temporary stop for them.

Good answer: One that shows the candidate has thought about this question, has plans, and that those plans align with the job and a career path that is possible in the company. You want to see that this candidate is a good long term investment.

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#### Question #17

How do you handle confidentiality in your work?

#### Answer-

Often, interviewers will ask questions to find out the level of technical knowledge Regarding Airport Authority 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 # 18

Name five characteristics that describe you?

#### Answer:-

Here are a few you could choose from:

Hard working, strong willed, persistent, intelligent, adept, amicable, friendly, collaborative, eager, humble.

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#### Question # 19

What critical component of this position Regarding Airport Authority makes the work challenging?

#### Answer:-

Heading information: This should include job title, pay grade or range, reporting relationship (by position, not individual), hours or shifts, and the likelihood of overtime or weekend work.

Summary objective of the job: List the general responsibilities and descriptions of key tasks and their purpose, relationships with customers, coworkers, and others, and the results expected of incumbent employees.

Qualifications: State the education, experience, training, and technical skills necessary for entry into this job.

Special demands: This should include any extraordinary conditions applicable to the job Regarding Airport Authority (for example, heavy lifting, exposure to temperature extremes, prolonged standing, or travel).

Job duties and responsibilities: Only two features of job responsibility are important: identifying tasks that comprise about 90 to 95 percent of the work done and listing tasks in order of the time consumed (or, sometimes, in order of importance).

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#### Question # 20

Tell me about a time when you were forced to make an unpopular decision?

#### Answer:-

Not every decision is popular. In fact, almost every decision is bound to make someone unhappy at some point. The key is to demonstrate how it impacted others positively and why you chose it.

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#### Question # 21

Give me an example of how you handled pressure at work Regarding Airport Authority?

#### Answer:

The company is looking to see if you can handle pressure well. Share with them an example where you were able to stay calm during a pressure filled situation (perhaps it was a deadline, or there was an emergency with a customer occurring). Discuss the situation, your reaction and steps you took to resolve it and the outcome.

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#### Question # 22

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 # 23

What are your personal skills which make you a candidate for the position Regarding Airport Authority?

#### 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 # 24

Why are you the best fit for this job Regarding Airport Authority?

#### Answer:-

Analyze the job responsibilities and match those to your skills sets. Then discuss how your experience and skills sets can truly create the best impact to the company in that specific job role. Impact could mean marketing impressions, sales, cutting costs, making products more efficiently, creating better customer service, engineering new designs that create customer excitement, etc.

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#### Question # 25

Why should I hire you Regarding Airport Authority?

#### Answer-

To close the deal on a job offer, you MUST be prepared with a concise summary of the top reasons to choose you. Even if your interviewer doesn't ask one of these question in so many words, you should have an answer prepared and be looking for ways to communicate your top reasons throughout the interview process.

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#### Question # 26

What is your biggest fear?

#### Answer:-

Don't try to sugarcoat the answer by listing something ambitious as a fear, unless you truly mean it (for example: I fear being a great leader) - Share your real fears but discuss how you would overcome them.

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#### Question # 27

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 # 28

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 # 29

Describe a time when you've been overwhelmed with work?

#### Answer:-

Show how you were able to over the "overwhelmed" feeling - by delegating tasks, getting people on your team to help you out, or by prioritizing your work and focusing on the most important issues first Regarding Airport Authority.

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#### Question # 30

What are your presentation skills like Regarding Airport Authority?

#### Answer:

Make sure you share a story that demonstrates your presentation skills in front of many people. If you are really brave, offer to give a snippet of that presentation to the interviewer. This will definitely be different from what most people do.

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#### Question #31



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 #32

Have you ever mentored anyone before? If yes, describe the situation?

#### Anewer-

Describe a time where you've helped someone else. Mentor ships can be informal so as you've helped someone over a period of time that can certainly count. The key is to highlight how you utilized certain skills/attributes like coaching, teaching, patience, communication skills, and so forth to mentor that person.

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#### Question #33

What motivates you to succeed?

#### Answer:-

Your interviewer will likely want to know the reasons why you will remain motivated to do your best during your employment with the company Regarding Airport Authority. Perhaps you are interested in being challenged, but you may also have interest in being recognized for your hard work in the form of the number of sales you can attain. A great example answer for this question is "I always do my best in everything, including my job. I take pride in my success, and I also want the company for which I work to be successful. Being affiliated with a company that is known for its excellence is very important to me."

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#### Question #34

How have you achieved your success?

#### Answer:-

Discuss stories of how you've progressed over the years to achieve success. People relate best to stories.

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#### Question # 35

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 Regarding Airport Authority, 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 # 36

What are three positive character traits you don't have?

#### Answer:-

List three attributes that you aspire to attain / build in the next few years - and then explain how you would develop those.

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#### Question #37

What are your salary requirements Regarding Airport Authority?

#### Answer:-

The #1 rule of answering this question is doing your research on what you should be paid by using site like Global Guideline. You'll likely come up with a range, and we recommend stating the highest number in that range that applies, based on your experience, education, and skills. Then, make sure the hiring manager knows that you're flexible. You're communicating that you know your skills are valuable, but that you want the job and are willing to negotiate.

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## Question # 38

In what areas do you think you will need guidance?

#### Answer:

Think about what you need to learn going into the job. Skill sets, industry knowledge, relationship building, team dynamics. Which areas are ones you're lacking?

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#### Question # 39

What is the most important lesson / skill you've learned from school?

#### Answer:-

Think of lessons learned in extra curricular activities, in clubs, in classes that had a profound impact on your personal development. For example, I had to lead a team



of 5 people on a school project and learned to get people with drastically different personalities to work together as a team to achieve our objective.

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#### Question # 40

How do you feel about giving back to the community?

#### Answer-

Describe your charitable activities to showcase that community work is important to you. If you haven't done one yet, go to www.globalguideline.com - charitable work is a great way to learn about other people and it's an important part of society - GET INVOLVED!

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#### Question # 41

What do you know about this company?

#### A .....

Research the company on Google by searching recent news (to remain current on them) and their website. Make sure you understand their products / services, vision, competitive differentiators, and work culture.

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#### Question # 42

What do you know about our competition?

#### Answer:-

Make sure you do your research on their competitors. You can find this by going to yahoo finance and click on their competitors (if they are public). From there research the news on them and go to their websites to understand their positioning on solutions and vision. You can also research local regional companies that are their competition (if it's a smaller private company on a regional scale) by simply typing in similar product offerings in the Google search followed by the city. Make sure you know their competitor's vision, products, culture, and how they are differentiated against their competition (and if they're not, how they could be)

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#### Question # 43

What kind of salary do you need Regarding Airport Authority?

#### 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 # 44

Are you planning to continue your studies and training Regarding Airport Authority?

#### 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 # 45

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 # 46

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 # 47

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 # 48

Describe a typical work week for this position Regarding Airport Authority?

#### Answer-

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position Regarding Airport Authority 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 # 49

Rate yourself on a scale of 10?

#### Answer.

If you truly believe you're a 10, you better be able to explain why with examples / stories. If you believe you're a great contributor and have room to grow, say 8 or 9. If you're below that, explain what you would do to improve yourself to get the ranking you believe you can be.

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#### Question #50

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 #51

Tell me one thing about yourself you wouldn't want me to know?

#### Answer:

Talk about a trait that you would consider a weakness. No need to talk about your deepest darkest secrets here.

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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

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 # 54

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 #55

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

#### Answer-

Both are important. You need to stress that. However, if you could only choose one, ask yourself Regarding Airport Authority - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

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#### Question # 56

Do you have good computer skills?



#### Answer:-

It is becoming increasingly important for medical assistants to be knowledgeable about computers. If you are a long-time computer user with experience with different software applications, mention it. It is also a good idea to mention any other computer skills you have, such as a high typing rate, website creation, and more.

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#### Question # 57

What does "thinking outside the box" mean to you?

#### Answer:

It means not doing things exactly the same way as everyone else. You've got to challenge the status quo and bring something new to the business.

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#### Question # 58

What's your salary history?

#### Answer:-

When you are interviewing for a new job, it is common practice for the company to ask you about your salary history. I typically want to know what the candidate's base salary is, if they receive any bonus, the average bonus amount, and any additional compensation or perks, such as 500k matching, stock grants or stock options, paid time off and how much they are required to pay towards their medical premiums.

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#### Question # 59

What do you expect to be earning in 5 years Regarding Airport Authority?

#### Answer:

Discuss how you expect yourself to be excellent at your job. Thus, it would be reasonable to expect pay that is based on the merit of your work.

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#### Question # 60

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 # 61

What types of personalities do you work with best?

#### Answer:

In the past, I have found it difficult to work with others who see themselves as better than others, who can take criticism, and who refuse to work with others. I have found it challenging to work with them b/c I am a team oriented person who feels the importance of working together over the needs of the individual especially in a learning environment.

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## Question # 62

How would you go about establishing your credibility quickly Regarding Airport Authority 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 # 63

What do you know about this department?

#### Answer:-

One good way to find out about the department is to try to "informally" interview the existing employees over coffee (outside of the office) if possible. It's hard if you don't have any connections there, but if you do a great way to learn about it. Other than that, it's often hard to learn about the department so you can turn the table back on them by asking questions to learn about it.

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#### Question # 64

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 #65

Give an example of a time you successfully worked Regarding Airport Authority on a team?

On the whole I prefer to stick to doing what I'm told rather than setting myself up to fail by doing things off my own bat. But there was this one time when I suggested to my boss at the pizza parlor that she try offering an 'all you can eat' deal to students to boost trade on Mondays. She thought it was an interesting idea but nothing ever came of it. 

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