

Apartment Rental Clerk Interview Questions And Answers Guide.



Global Guideline.

<https://globalguideline.com/>



Apartment Rental Clerk Job Interview Preparation Guide.

Question # 1

Explain yourself in one line?

Answer:-

When you respond, keep in mind the type of position you are interviewing for like Apartment Rental Clerk 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.

[Read More Answers.](#)

Question # 2

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 As Apartment Rental Clerk on the things that need to get done, and done quickly... While balancing the other work alongside our first priorities.

[Read More Answers.](#)

Question # 3

What are you looking for in a new position As Apartment Rental Clerk?

Answer:-

I've been honing my skills As Apartment Rental Clerk 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.

[Read More Answers.](#)

Question # 4

What are your strengths As Apartment Rental Clerk?

Answer:-

This is one of the most common questions you will be asked. Give an answer relevant to the skills and qualities relevant to the position you are applying to. The interviewer is trying to find if your strengths match the job. For example, if you are applying for a job As Apartment Rental Clerk where accuracy is an important issue, one of your strengths could be that you have an eye for detail. It may useful to find different words to describe similar attributes and qualities in order to avoid repetition.

[Read More Answers.](#)

Question # 5

What did you dislike about your old job?

Answer:-

Try to avoid any pin point , like never say "I did not like my manager or I did not like environment or I did not like team" Never use negative terminology. Try to keep focus on every thing was good As Apartment Rental Clerk , I just wanted to make change for proper growth.

[Read More Answers.](#)

Question # 6

What's your dream job?

Answer:-



[Apartment Rental Clerk Interview Questions And Answers](#)

Along similar lines, the interviewer wants to uncover whether this position As Apartment Rental Clerk is really in line with your ultimate career goals. While "an GGL star" might get you a few laughs, a better bet is to talk about your goals and ambitions-and why this job will get you closer to them.

[Read More Answers.](#)

Question # 7

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 Apartment Rental Clerk.

[Read More Answers.](#)

Question # 8

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

Answer:-

I would define team work as getting the job done As Apartment Rental Clerk whether that means if I have to do more then the guy next to me as long as the work gets finished.

[Read More Answers.](#)

Question # 9

What does success mean to you?

Answer:-

I am punctual, I always have excellent attendance on any job As Apartment Rental Clerk, 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.

[Read More Answers.](#)

Question # 10

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 As Apartment Rental Clerk. 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."

[Read More Answers.](#)

Question # 11

What was the most difficult employee situation you found yourself As Apartment Rental Clerk? 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.

[Read More Answers.](#)

Question # 12

Why should I hire you As Apartment Rental Clerk?

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.

[Read More Answers.](#)

Question # 13

Do you have any questions for me?

Answer:-

Good interview questions to ask interviewers at the end of the job interview include questions on the company growth or expansion, questions on personal development and training and questions on company values, staff retention and company achievements.

[Read More Answers.](#)

Question # 14

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.

[Read More Answers.](#)



Question # 15

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.

[Read More Answers.](#)

Question # 16

How many square feet of pizza are eaten in the United States each month?

Answer:-

This is a classic guesstimate question where you need to think aloud. And so first off you round the U.S. population to 300 million people (it's actually about 315 million but rounding will be much easier and your interviewer will not score you lower for rounding). Then estimate how many people eat pizza. A decent educated guess is two out of every three people, or 200 million. Now let's say the average pizza-eating person eats pizza twice a month, and eats two slices at a time. That's four slices a month. If the average slice of pizza is perhaps six inches at the base and 10 inches long, then the slice is 30 square inches of pizza. So, four pizza slices would be 120 square inches (30 times 4).

Since one square foot equals 144 square inches (12 times 12), let's assume that each person who eats pizza eats one square foot per month. Since there are 200 million pizza-eating Americans, 200 million square feet of pizza are consumed in the U.S. each month. To summarize: 300 million people in America, 200 million eat pizza, average slice of pizza is six inches at the base and 10 inches long or 30 square inches, average American eats four slices of pizza a month, four pieces times 30 square inches equals 120 square inches (one square foot is 144 square inches), so let's assume one square foot per person, and thus one square foot times 200 million people equals 200 million square feet of pizza a month.

[Read More Answers.](#)

Question # 17

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.

[Read More Answers.](#)

Question # 18

How would you rate your communication and interpersonal skills for this job As Apartment Rental Clerk?

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.

[Read More Answers.](#)

Question # 19

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."

[Read More Answers.](#)

Question # 20

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.

[Read More Answers.](#)

Question # 21

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.

[Read More Answers.](#)

Question # 22

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.



[Read More Answers.](#)

Question # 23

Why do you want to work As Apartment Rental Clerk for this organisation?

Answer:-

Being unfamiliar with the organisation will spoil your chances with 75% of interviewers, according to one survey, so take this chance to show you have done your preparation and know the company inside and out. You will now have the chance to demonstrate that you've done your research, so reply mentioning all the positive things you have found out about the organisation and its sector etc. This means you'll have an enjoyable work environment and stability of employment etc - everything that brings out the best in you.

[Read More Answers.](#)

Question # 24

What was the most important task you ever had?

Answer:-

There are two common answers to this question that do little to impress recruiters:

* 'I got a 2.1'

* 'I passed my driving test'

No matter how proud you are of these achievements, they don't say anything exciting about you. When you're going for a graduate job, having a degree is hardly going to make you stand out from the crowd and neither is having a driving licence, which is a requirement of many jobs.

[Read More Answers.](#)

Question # 25

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.

[Read More Answers.](#)

Question # 26

How do you believe you would benefit our organization?

Answer:-

This is a great question that provides you the opportunity to put your best foot forward, to tell the interviewer why he or she should consider hiring you for the job. Make sure you're well prepared for this question as you won't likely get a second chance to really shine.

[Read More Answers.](#)

Question # 27

What is your dream job?

Answer:-

There is almost no good answer to this question, so don't be specific. If you tell the interviewer that the job you're applying for with his/her company is the perfect job you may lose credibility if you don't sound believable (which you probably won't if you're not telling the truth.) If you give the interviewer some other job the interviewer may get concerned that you'll get dissatisfied with the position if you're hired. Again, don't be specific. A good response could be, "A job where my work ethic and abilities are recognized and I can make a meaningful difference to the organization."

[Read More Answers.](#)

Question # 28

Describe your management style?

Answer:-

Try to avoid specific classifications, whatever it may be. Organizations usually prefer managers who can adapt their skills to different situations.

[Read More Answers.](#)

Question # 29

Do you have any blind spots?

Answer:-

This question is often meant to trick candidates since acknowledgment of blind spots would indicate they were aware of them. Also, do not disclose bad habits or other personal concerns. Let the interviewer find out about your personal flaws through the course of the interview without directly stating these flaws.

[Read More Answers.](#)

Question # 30

Tell me about a time when you helped resolve a dispute between others?

Answer:-

Be sure to discuss a very specific example. Tell the interviewer what methods you used to solve the problem without focusing on the details of the problem.

[Read More Answers.](#)



Question # 31

Tell me about the most fun you have had on the job?

Answer:-

When answering this question, discuss situations where you completed tasks benefitting your previous employers.

[Read More Answers.](#)

Question # 32

What is your desired salary As Apartment Rental Clerk?

Answer:-

Bad Answer: Candidates who are unable to answer the question, or give an answer that is far above market. Shows that they have not done research on the market rate, or have unreasonable expectations.

Good answer: A number or range that falls within the market rate and matches their level of mastery of skills required to do the job.

[Read More Answers.](#)

Question # 33

Top 13 Situational Interview Questions As Apartment Rental Clerk:

Answer:-

Situational interviews As Apartment Rental Clerk are similar to behavioral interview questions - but they are focused on the future, and ask hypothetical questions, whereas behavioral interview questions look at the past.

The advantage is that employers can put all candidates in the same hypothetical situations, and compare their answers.

1. What would you do if you made a strong recommendation in a meeting, but your colleagues decided against it?
2. How would you handle it if your team resisted a new idea or policy you introduced?
3. How would you handle it if the priorities for a project you were working on were suddenly changed?
4. What would you do if the work of an employee you managed didn't meet expectations?
5. What would you do if an important task was not up to standard, but the deadline to complete it had passed?
6. What steps would you take to make an important decision on the job As Apartment Rental Clerk?
7. How would you handle a colleague you were unable to form a positive relationship with?
8. What would you do if you disagreed with the way a manager wanted you to handle a problem?
9. What would you do if you were assigned to work with a difficult client As Apartment Rental Clerk?
10. What would you do if you worked hard on a solution to a problem, and your solution was criticized by your team?
11. How would you handle working closely with a colleague who was very different from you?
12. You're working on a key project that you can't complete, because you're waiting on work from a colleague. What do you do?
13. You realize that an early mistake in a project is going to put you behind deadline. What do you do?

[Read More Answers.](#)

Question # 34

If the company you worked for was doing something unethical or illegal, what would you do?

Answer:-

Report it to the leaders within the company. True leaders understand business ethics are important to the company's longevity

[Read More Answers.](#)

Question # 35

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

[Read More Answers.](#)

Question # 36

If you have multiple projects on your plate, how do you handle completing them on time?

Answer:-

Prioritize based on business importance. Set clear timelines for each so that you know which ones to knock out first. Get your teammates to help if necessary.

[Read More Answers.](#)

Question # 37

Your client is upset with you for a mistake you made, how do you react?

Answer:-

Acknowledge their pain - empathize with them. Then apologize and offer a solution to fix the mistake.

[Read More Answers.](#)

Question # 38

Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa). How did you handle the situation? What obstacles or difficulties did you face? How did you deal with them?

Answer:-

First, the key is to state the differences in personality to give the interviewer some background. Second, you want to discuss how that was affecting the situation.



[Apartment Rental Clerk Interview Questions And Answers](#)

Third, show how you were able to adapt to the way the person wanted to be communicated with to achieve your goals

[Read More Answers.](#)

Question # 39

Who are your role models? Why?

Answer:-

If possible, cite role models you're truly passionate about - passion is contagious and will show you're being genuine. If the role model is in the same or similar industry as the company in an executive level position, even better.

[Read More Answers.](#)

Question # 40

Why do you want to work in this industry As Apartment Rental Clerk?

Answer:-

Make sure you research the industry first. Then find at least 3 core things about that industry that you're passionate about (for example: how their solutions impact clients, their culture, the leadership, etc)

[Read More Answers.](#)

Question # 41

What did you major in and why?

Answer:-

Tell them your major and the motivations behind why you chose it and how it's helped to prep you for this potential job.

[Read More Answers.](#)

Question # 42

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.

[Read More Answers.](#)

Question # 43

What type of personalities do you work best with and why?

Answer:-

Think of which personalities you work best with (do you like outgoing, collaborative, personable working relationships and so forth?)

[Read More Answers.](#)

Question # 44

What type of mentors do you seek out and why?

Answer:-

Think of your top 3 mentors and what attributes they exhibit that you want to emulate. Common attributes include passion, desire, will, leadership, ability to influence others, intelligence.

[Read More Answers.](#)

Question # 45

How do you feel about this company's vision?

Answer:-

First find out where the company envisions itself in 3-5 years. If you can't find the vision of the company, that's probably a big question mark on the company itself. Once you do, identify how those company's visions align to your personal values and goals and then articulate how tightly correlated that is to the interviewer. For example - this company wants to be the #1 provider of green technology in the world and I feel strongly about that vision because we've got a chance to collectively impact the world to become a greener society and save our clients at the same time!

[Read More Answers.](#)

Question # 46

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.

[Read More Answers.](#)

Question # 47

How long do you envision yourself staying with this company?

Answer:-

Understand that companies invest a lot of money into hiring the right staff. You want to emphasize that you are in it for the long run and you want to develop a career



[Apartment Rental Clerk Interview Questions And Answers](#)

there and that it's not just a "5 month stepping stone" type of a job. You should be thinking how you're going to grow with that company. After all, don't you want to invest your energy and time with a company that is going to continue to be successful and one that will help you grow?

[Read More Answers.](#)

Question # 48

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.

[Read More Answers.](#)

Question # 49

What other companies are you interviewing at?

Answer:-

Be open and share if you are indeed interviewing elsewhere, but do it in a humble way. This way you don't seem arrogant and the interviewer knows your skills are valued by other companies. This also tends to make them want you more as they know they are competing for your services.

[Read More Answers.](#)

Question # 50

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)

[Read More Answers.](#)

Question # 51

Have you ever been fired and if yes, why?

Answer:-

Answer this as positively as possible and try to avoid disparaging the company you had previously worked for. The key is to accept the fact that yes, you were fired, but you've learned from the mistakes that got you there and you're better now because of it. If you haven't been fired, well, then this question's a piece of cake isn't it?

[Read More Answers.](#)

Question # 52

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.

[Read More Answers.](#)

Question # 53

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.

[Read More Answers.](#)

Question # 54

What's the difference between good and exceptionally great?

Answer:-

Being good is getting the job done as promised As Apartment Rental Clerk. Being great is delivering the work in an exceptional way that completely exceeds expectations.

[Read More Answers.](#)

Question # 55

What do you expect to be earning in 5 years As Apartment Rental Clerk?

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.

[Read More Answers.](#)

Question # 56

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 As Apartment Rental Clerk.

[Read More Answers.](#)

Question # 57

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

Answer:-

A good answer is to discuss the importance of having both elements in a company As Apartment Rental Clerk. Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

[Read More Answers.](#)

Question # 58

What techniques and tools do you use to keep yourself organized As Apartment Rental Clerk?

Answer:-

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

[Read More Answers.](#)

Question # 59

Who was your favorite manager and why?

Answer:-

Describe the attributes you liked about your favorite manager, typically attributes discussed are: Great at coaching, inspiring, motivating, empowering, trusting, delegating, leading, etc.

[Read More Answers.](#)

Question # 60

Do you think a leader should be feared or liked?

Answer:-

Liked. You want to work harder for people that inspire and motivate you. Fear only lasts for so long.

[Read More Answers.](#)

Question # 61

Tell me the difference between good and exceptional?

Answer:-

Good gets the job done on time and is high quality. Exceptional is a game changer - it stands out, it's creative, it's above and beyond expectations. Tell the interviewer a story about how you were exceptional.

[Read More Answers.](#)

Question # 62

What do you like to do for fun?

Answer:-

Be open to sharing hobbies and activities that you enjoy. Make sure you're genuine about it and don't list off things you don't really like because if they ask you a follow up question it'll be harder for you to answer.

[Read More Answers.](#)

Question # 63

What do you see yourself doing within the first 30 days of this job?

Answer:-

Typically the first 30 days are designed for you to learn as much as possible As Apartment Rental Clerk. Work hard to get to know your teammates, how they work together, and how you can make the biggest impact.

[Read More Answers.](#)

Question # 64

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 As Apartment Rental Clerk. If you haven't, think of how you would in the future. You can discuss charitable causes, how you mentored someone, and so on.

[Read More Answers.](#)

Question # 65

What aspect of supervision do you find the most difficult?



Answer:-

Managing different personalities and keeping them focused on the goal at hand.

[Read More Answers.](#)

Question # 66

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.

[Read More Answers.](#)

Question # 67

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

Answer:-

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

[Read More Answers.](#)

Question # 68

Why did you select the University _____?

Answer:-

Discuss the academic program, the extracurricular program(s), the school spirit, the quality of your peers, and the professors.

[Read More Answers.](#)

Question # 69

Who has been an inspiration for you?

Answer:-

Cite your role models (possible examples could be your parents, people successful in the industry, world leaders, etc)

[Read More Answers.](#)

Question # 70

How do you ensure all of your work gets accomplished in a productive manner?

Answer:-

The key is to prioritize what's important in your work and to stay organized to accomplish the tasks. A strong work ethic also helps.

[Read More Answers.](#)

Accounting Most Popular Interview Topics.

- 1 : [Accounting Frequently Asked Interview Questions and Answers Guide.](#)
- 2 : [Accounts Payable Frequently Asked Interview Questions and Answers Guide.](#)
- 3 : [Audit Frequently Asked Interview Questions and Answers Guide.](#)
- 4 : [Cost Accounting Frequently Asked Interview Questions and Answers Guide.](#)
- 5 : [Senior Accountant Frequently Asked Interview Questions and Answers Guide.](#)
- 6 : [Accountant Frequently Asked Interview Questions and Answers Guide.](#)
- 7 : [Junior Accountant Frequently Asked Interview Questions and Answers Guide.](#)
- 8 : [Assistant Accountant Frequently Asked Interview Questions and Answers Guide.](#)
- 9 : [Account Manager Frequently Asked Interview Questions and Answers Guide.](#)
- 10 : [Manager Key Account Frequently Asked Interview Questions and Answers Guide.](#)

About Global Guideline.

Global Guideline is a platform to develop your own skills with thousands of job interview questions and web tutorials for fresher's and experienced candidates. These interview questions and web tutorials will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts. Global Guideline invite you to unlock your potentials with thousands of [Interview Questions with Answers](#). Learn the most common technologies [Interview Questions and Answers](#). We will help you to explore the resources of the World Wide Web and develop your own skills from the basics to the advanced. Here you will learn anything quite easily and you will really enjoy while learning. Global Guideline will help you to become a professional and Expert, well prepared for the future.

* This PDF was generated from <https://www.GlobalGuideline.com> at **December 31st, 2023**

* If any answer or question is incorrect or inappropriate or you have correct answer or you found any problem in this document then don't hesitate feel free and [e-mail us](#) we will fix it.

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.

www.facebook.com/InterviewQuestionsAnswers

Follow us on Twitter for latest Jobs and interview preparation guides

<https://twitter.com/InterviewGuide>

Best Of Luck.

Global Guideline Team

<https://GlobalGuideline.com>

Info@globalguideline.com