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## Area Lead Job Interview Preparation Guide.

#### Question #1

What five words would be describe you as Area Lead?

#### Answer:

The hiring manager requests this of you because she wants to know more about your individual personality. This list can reveal a lot to her about who you are and how you might fit into the workplace. Your answer also gives the manager an indication of your self-perception, which is a good indicator of the type of employee you will be.

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#### Question # 2

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

#### Answer-

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

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## Question #3

What type of people do you not work well with?

## Answer:-

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

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## Question # 4

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

## Answer:-

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 # 5

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

## Answer-

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

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## Question # 6

What do you consider to be your greatest strength?

## Answer:

There isn't any right answer. Just make sure to make your response positive and true. A few good examples include: Your ability to solve complex problems, Your ability to work well on a team, Your ability to shine under pressure, Your ability to focus in chaotic situations, Your ability to prioritize and organize, Your ability to cut through the fluff to identify the real issues, Your ability to influence other positively. If your strength relates to the position in question that will be more beneficial - but again be honest, don't create a strength for yourself just because you think it will sound good.

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#### Question #7

What have you done to improve your skills over the past year In Area Lead?

#### Answer-

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

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### Question #8

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

#### Answer:-

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

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#### Question #9

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 In Area Lead, such as your strong work ethic or your willingness to pitch in on other projects when needed.

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#### Question # 10

Do you work well within a team?

#### Answer:-

Some people are thrown when they are asked this Area Lead question when they are applying for a position to work alone. Every company works as a team, so you are a good team player, give an example of when you have worked well within a team.

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## Question # 11

How do you think your colleagues at your last job would describe you?

#### Answer:

While your CV will say a lot about your work history In Area Lead, the interviewer will most likely look for greater detail with questions such as this. Be positive about previous experience, highlighting your own strengths.

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## Question # 12

What do you ultimately want to become?

## Answer:-

Do you want to be an entry level worker In Area Lead? Do you want to be a leader? Do you want to be an entrepreneur? Do you want to be a philanthropist? Do you want to be in middle management? Ask yourself these questions to figure it out.

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## Question # 13

How did you become interested in this field/industry?

## Answer:-

Describe how you've come to develop a passion or interest in this industry and use variables like "culture, people, vision, career development, and the work itself" to define your choice

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## Question # 14

Are you willing to work overtime or odd hours?

## Answer:

Be completely honest. You don't want to lie to get the job if you're not going to work the hours required.

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## Question # 15

What would you like to avoid completely in your next job In Area Lead?

## Answer:

Bad business ethics, teammates / managers that are disrespectful / inconsiderate. But of course, this job wouldn't have things like this right?

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## Question # 16



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

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#### Question #17

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 # 18

Top 12 Stress Based Interview Questions In Area Lead:

#### Answer:-

Some jobs require employees to work under stress, and some interviewers just like to see how applicants handle stressful questions.

There are many questions designed for putting the interviewee into an awkward situation, or throwing them off, to see how they do under stress. Here are some samples.

- 1. How do you feel this interview is going In Area Lead?
- 2. How would you handle undeserved criticism from a superior?
- 3. How many other jobs are you applying for?
- 4. What would you do if you saw a colleague stealing supplies or equipment?
- 5. What did you do when you had a boss you didn't get along with?
- 6. What would you do if a colleague took credit for your idea, and got a promotion?
- 7. Was the stress of your previous job too much for you?
- 8. What would you do if a colleague admitted to lying on their resume to get the job?
- 9. What would you do if a customer verbally insulted you in front of co-workers?
- 10. What would you change about the design of a baseball hat?
- 11. Why were you fired from your previous job In Area Lead?
- 12. How successful do you think you've been so far?

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## Question #19

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

## Answer-

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

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## Question # 20

What would your previous employer say is your greatest strength?

## Answer:-

Be prepared for this question. If you have to sit and think about it it's going to appear as if you're not sure or that you've never identified your own value in the work place - not good. You don't have to have a complex response. Keep it simple and honest. For example, several possibilities could be Leadership, Problem solving ability, Initiative, Energy, Work ethic, Innovative, etc., etc.

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## Question # 21

Tell me about a difficult decision you've made in the last year In Area Lead?

## Answer:

We all have difficult decisions in our lives. Show how you were able to arrive at it and then how you decisively acted.

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## Question # 22

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

## Answer:

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

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## Question # 23

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

## Answer:-



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

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#### Question # 24

How would you impact the company?

#### Answer.

Consider first the role that you're applying for and then think of 3 ways where you could potentially impact the company's bottom line and top line. Then consider how you impact the company in a creative manner (how do you help productivity, the development of new products, marketing etc - of course this part is specific to the role you're applying for)

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## Question # 25

What are your presentation skills like In Area Lead?

#### 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 # 26

How do you deal with pressure or stressful situations?

#### Answer:-

Choose an answer that shows that you can meet a stressful situation head-on in a productive, positive manner and let nothing stop you from accomplishing your goals. A great approach is to talk through your go-to stress-reduction tactics (making the world's greatest to-do list, stopping to take 10 deep breaths), and then share an example of a stressful situation you navigated with ease.

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### Question # 27

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 # 28

Why are you interested in this type of job In Area Lead?

## 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 does your professional network look like?

## Answer:-

If you have a professional network, discuss it detail (# of contacts, people you know, their positions and what you've learned from them or how you've worked with them). If you don't have one, discuss how you would develop one (career fairs, networking events for that industry, through your existing friends, etc)

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## Question # 30

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.

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## Question # 31

What is your perception of taking on risk?

## Answer:

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

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## Question # 32

What motivates you to work In Area Lead?



#### Answer:-

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

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#### Question #33

How would you feel about working for someone who knows less than you In Area Lead?

#### Answer:-

The reality is, the majority of the time someone is in a management/leadership position is because of their experience and past success. So they probably possess at least a unique set of knowledge from you. So you'll want to learn from them as much as possible. If it's not the case, then discuss how you would look for mentors in different departments to help your personal career development.

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#### Question # 34

What role do you see technology playing in this role?

#### Answer:-

Technology is important to almost every job today but it's not meant to be abused. I believe it's important to increase productivity and not for personal use.

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#### Question #35

How important is a positive attitude to you?

#### Answer:

Incredibly important. I believe a positive attitude is the foundation of being successful - it's contagious in the workplace, with our customers, and ultimately it's the difference maker.

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#### Question #36

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?

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## Question # 37

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

## Answer:-

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

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## Question # 38

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 #39

What differentiates this company from other competitors?

## Answer:

Be positive and nice about their competitors but also discuss how they are better than them and why they are the best choice for the customer. For example: "Company XYZ has a good product, but I truly believe your company has a 3-5 year vision for your customer that aligns to their business needs."

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## Question # 40

How do you feel about taking no for an answer?

## Answer:

It's good to be persistent, but not overbearing. Everyone will face rejection at some point in their life, so at some point you'll have to take no for an answer but then learn why you were turned down.

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## Question # 41

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 # 42

What are your lifelong dreams?

#### Answer:-

If your dreams don't relate to the job closely, make sure you highlight aspects of the job that will help develop the skills that will help you with your dreams. Ideally, you want your dreams to relate strongly to the career path you're interviewing for though.

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## Question # 43

What classes did you enjoy most in college and why?

#### Answer.

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

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#### Question # 44

How articulate are you in expressing your ideas?

#### Answer:

One of the best ways to answer this question is clearly articulate three points that demonstrate how articulate you are (and in a sense show that in a live setting) - for example: "I would say I'm articulate because one, I typically gather my thoughts before speaking, two, I organize my thoughts well, and three I'm concise when making a point.

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#### Question # 45

What skills do you bring to the table?

#### Answer:-

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

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## Question # 46

What do you aspire to be?

## Answer:-

Discuss your aspirations for the near, immediate and long term. You want to show them you are thinking of making an impact now as well as the future.

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## Question # 47

What features of your previous jobs have you disliked?

## Answer:

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

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## Question # 48

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 # 49

There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be?

## Answer:

Just be honest about where you'd like to be - you never know - you may end up bonding with the interviewer with the location. However, you want to stress that you want to work out of the location that you're interviewing for.

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## Question # 50



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 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 # 51

What would you like to have accomplished by the end of your career?

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Think of 3 major achievements that you'd like to accomplish in your job when all is said and done - and think BIG. You want to show you expect to be a major contributor at the company. It could be creating a revolutionary new product, it could be implementing a new effective way of marketing, etc.

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#### Question #52

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

#### Answer:-

I believe my biggest weakness In Area Lead 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 #53

Do you have any question regarding this job In Area Lead?

#### Answer:-

Never ask Salary, perks, leave, place of posting, etc. regarded questions. Try to ask more about the company to show how early you can make a contribution to your organization like. "Sir, with your kind permission I would like to know more about induction and developmental programs?" OR Sir, I would like to have my feedback, so that I can analyze and improve my strengths and rectify my shortcomings.

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## Question # 54

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.

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## Question #55

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 # 56

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 # 57

Tell me about the last time you had to work with someone inside or outside of your department to accomplish a goal?

## Answer:

Show that you were communicative with that person and that you were able to collaborate effectively in sharing ideas and work tasks. They want to see that you can be a team player.

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## Question # 58

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

## Answer:-



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

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### Question #59

How much time do you need to join the organization In Area Lead?

#### Answer:

You should be able to join it right away, barring plans you've already made (family travel, vacation, other obligations). The key is to simply be open in communication of what's already committed on your schedule. Most companies are accommodating. If they are not, weight the importance of joining that company vs. your plans.

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### Question # 60

Why do you want to work In Area Lead 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.

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#### Question # 61

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 # 62

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 # 63

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

## Answer:

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

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## Question # 64

Are you planning to continue your studies and training In Area Lead?

## 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 # 65

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 # 66

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 # 67

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 # 68

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 # 69

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 #70

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 #71

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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