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Blueprints Job Interview Preparation Guide.

Question #1

Why are you leaving last job?

Answer:-

Although this would seem like a simple question, it can easily become tricky. You shouldn't mention salary being a factor at this point In Blueprints. If you're currently employed, your response can focus on developing and expanding your career and even yourself. If you're current employer is downsizing, remain positive and brief. If you employer fired you, prepare a solid reason. Under no circumstance should you discuss any drama or negativity, always remain positive.

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Question # 2

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

Answer-

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

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Question # 3

Do you know anyone working with this organization?

Answer:

It would be great if you did - then you could potentially use them as a referral if they thought highly of you.

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Question #4

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.

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Question # 5

What have you done to improve your knowledge In Blueprints in the last year?

Answer:-

Try to include improvement activities that relate to the job In Blueprints. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

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Question # 6

Tell me about a time when you had to make a decision without all the information you needed. How did you handle it In Blueprints? Why? Were you happy with the outcome?

Answer:-

In many scenarios, you will not have all the information needed. The key is to make the best possible decision based on what you deem to be a sufficient amount of information.

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Question #7

What has been your biggest professional disappointment?



Answer:-

When discussing a professional disappointment, make sure to discuss a scenario you could not control. Be positive about the experience and accept personal responsibility where applicable.

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Question #8

In your last job what kinds of pressure did you encounter and how did you react In Blueprints?

Answer:

Do not show your fear or uneasiness in handling pressure. Everyone likes to have a worker who can handle pressure calmly and with a clear train of thought. Show how you would logically come to a conclusion in a pressure filled situation.

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Question # 9

Why was there a gap in your employment In Blueprints?

Answer.

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

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Question # 10

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 In Blueprints, I just wanted to make change for proper growth.

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Question #11

How do you stay organized?

Answer:-

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

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Question # 12

When were you most satisfied in your job In Blueprints?

Answer:-

I'm a people person. I was always happiest and most satisfied when I was interacting with community residents, making sure I was able to meet their needs and giving them the best possible comfort in a tough situation. It was my favorite part of the job, and it showed. Part of the reason I'm interested in this job is that I know I'd have even more interaction with the public, on an even more critical level.

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Question # 13

Do you know anyone that works with our company?

Answer:-

Sometimes companies have policies relating to the hiring of individuals related to current company employees. If you are related to anyone working for the company make sure you're aware of company policies before you enter the interview. If you have a friend or acquaintance working for the company make sure have good relationship with this individual before mentioning them.

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Question # 14

What kind of car do you drive?

Answer:-

The only time this might matter is if the job requires a certain type of car because of the responsibilities. For example, if you need to load a lot of construction materials into your car, you'll probably need a truck.

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Question # 15

Tell me about a time you had to fire a friend?

Answer:

Hopefully you've never had to do this, but if you did, talk about how hard it was personally to fire anyone but that you did it objectively.

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How do you keep others informed on work issues?

Answer:-

Possible methods:

Talking to them, emailing them, sharing best practices in meetings

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Question # 17

What five words would be describe you as Blueprints?

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 # 18

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

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 # 19

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

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Question # 20

What specific steps do you utilize in solving workplace problems?

Answer:-

Analyze the problem In Blueprints. Discuss possible remedies and resulting outcomes. Decide on the remedy and track results. Re-visit problem if it's not resolved.

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Question # 21

What type of salary are you looking for?

Answer:-

This can be a very tricky question as the individual asking it is probably digging for something other than a simple answer to the question. We recommend that you don't immediately respond to the question directly. Instead, say something like, "That a difficult question. What is range for this position?" More often than not the interviewer will tell you. If the interviewer insists on direct answer you may want say that it depends on the details of the job - then give a wide salary range.

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Question # 22

Would you like doing repetitive work?

Answer:

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

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Question # 23

What's been your biggest success to date?

Answer:-

Talk about a story / experience about how you achieved success and be sure to share details on the results and outcome. Have it highlight a strong characteristic such as leadership, work ethic and so forth.

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Question # 24

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 # 25

What types of books or magazines do you typically read?

Answer:

Describe both your personal and professional favorites. If you happen to like professional books / magazines that relate to the industry of the company you're applying for - that's definitely worth highlighting.

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Question # 26

How would you describe your approach to Blueprints?

Answer:-

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

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Question # 27

What are your salary requirements In Blueprints?

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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 # 28

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 # 29

Are You a 'People' Person?

Answer:-

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

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

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Question # 30

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 #31

Give me a few examples of how you're results oriented?

Answer:

Make you give an example where you discuss details and metrics. For example, I was a tutor in my last job and mentored 5 students on their SAT test taking skills and raised their scores by 15% on average after a 3 month teaching stint.

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Question # 32

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 In Blueprints. 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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If selected for this position In Blueprints, can you describe your strategy for the first 90 days?

Answer-

This depends on the job role. Make sure you break it down into

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Question #34

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 #35

What motivates you to work In Blueprints?

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 # 36

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 # 37

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 # 38

Tell me an occasion when you needed to persuade someone to do something?

Answer:-

Interpersonal relationships are a very important part of being a successful care assistant. This question is seeking a solid example of how you have used powers of persuasion to achieve a positive outcome in a professional task or situation. The answer should include specific details.

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Question # 39

What's been your biggest failure to date?

Answer:-

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

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Question # 40

How do you handle repetitive tasks?

Answer:-

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

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Question # 41

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 In Blueprints.

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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?)

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Question # 43

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 # 44

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 # 45

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 # 46

How would you rate your communication and interpersonal skills for this job In Blueprints?

Answer:-

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

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Question # 47

What is your biggest achievement?

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 # 48

What aspect of supervision do you find the most difficult?

Answer:

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

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Question # 49

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 # 50

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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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.

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Question # 52

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 #53

What techniques and tools do you use to keep yourself organized In Blueprints?

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)

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Question # 54

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 # 55

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 #56

Do you have any question regarding this job In Blueprints?

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 # 57

Are you aggressive?

Answer:-

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

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Question # 58

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 #59

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 # 60

When was the last time something upset you at work? What did you do?

Answer:-

Almost everyone has an emotional moment related to work at some point - you're not alone. The key is to learn why you reacted that way and to focus not on the problem but HOW to resolve it. Another key component is to be aware of your emotional response so that you can learn to control it in the future in a calm way.

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Question # 61

Why do you want to work In Blueprints 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 # 62

How do you decide what to delegate and to whom?

Answer-

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

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Question # 63

Give an example of a time you successfully worked In Blueprints on a team?

Answer:

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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Question # 64

How would you observe the level of motivation of your subordinates?

Answer:

Choosing the right metrics and comparing productivity of everyone on daily basis is a good answer, doesn't matter in which company you apply for a supervisory role.

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Question # 65

Describe a typical work week for this position In Blueprints?

Answer:-

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position In Blueprints 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 # 66

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

Answer:

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

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