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# CertiFit Auto Body Parts Job Interview Preparation Guide.

#### Question #1

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 At CertiFit Auto Body Parts, such as your strong work ethic or your willingness to pitch in on other projects when needed.

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#### Question # 2

What are your strengths At CertiFit Auto Body Parts?

#### 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 At CertiFit Auto Body Parts 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.

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## Question #3

What did you like least about your last (or current) job At CertiFit Auto Body Parts?

#### 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 # 4

Where do you see your career in five years At CertiFit Auto Body Parts?

#### Answer:

I would like to retire from this company. I would like to make a difference in the company whether in the company or any other position or area of the company At CertiFit Auto Body Parts.

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#### Question # 5

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 At CertiFit Auto Body Parts.

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#### Question # 6

What is your greatest strength? How does it help you At CertiFit Auto Body Parts?

#### Answer:-

One of my greatest strengths, and that I am a diligent worker... I care about the work getting done.. I am always willing to help others in the team. Being patient helps me not jump to conclusions... Patience helps me stay calm when I have to work under pressure.. Being a diligent worker.. It ensures that the team has the same goals in accomplishing certain things.



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#### Question #7

What other companies are you interviewing with?

#### Answer-

Companies ask this for a number of reasons, from wanting to see what the competition is for you to sniffing out whether you're serious about the industry. "Often the best approach is to mention that you are exploring a number of other similar options in the company's industry,". It can be helpful to mention that a common characteristic of all the jobs you are applying to is the opportunity to apply some critical abilities and skills that you possess. For example, you might say 'I am applying for several positions with IT consulting firms where I can analyze client needs and translate them to development teams in order to find solutions to technology problems.'

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#### Question #8

Where do you see yourself in five years At CertiFit Auto Body Parts?

#### Answer:-

If asked this question, be honest and specific about your future goals, but consider this:

A hiring manager wants to know

- \* a) if you've set realistic expectations for your career,
- \* b) if you have ambition (a.k.a., this interview isn't the first time you're considering the question), and
- \* c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines. And if the position isn't necessarily a one-way ticket to your aspirations?

It's OK to say that you're not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision.

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#### Question # 9

Why were you fired?

#### Answer:-

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

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### Question # 10

Do you work well under pressure?

#### Answer:

Yes.. When it comes down to the wire, the best thing I can to remain focused, have some flexibility, and understand priorities.. Giving them attention in the order they are needed.

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## Question # 11

Explain an occasion when you had to adapt in the face of a difficult situation?

#### Answer:

One of the most useful interview tactics is to remain positive about your work and achievements. This question lets the candidate draw on their own personal history to show how they have been positive and successful in the face of difficulties. Choose a specific occasion to describe, rather than dealing with generic platitudes.

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#### Question # 12

Give me an example of an emergency situation that you faced. How did you handle it?

#### Answer:-

There was a time when one of my employers faced the quitting of a manager in another country. I was asked to go fill in for him while they found a replacement and stay to train that person. I would be at least 30 days. I quickly accepted because I knew that my department couldn't function without me.

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## Question # 13

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 # 14

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 #15

How much do you expect to get paid At CertiFit Auto Body Parts?

#### Answer-

For this be prepared and research salary to find out what similar positions are paying in your area before you go to the interview. Try to find this information out before giving your salary expectations. You can and should provide a range instead of an exact number. But again, don't say any numbers you're not comfortable with because if the employer offers you a salary at the lowest end of your range, you don't have much to negotiate with when it comes to getting a higher salary.

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#### Question #16

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 # 17

How would you rate your communication and interpersonal skills for this job At CertiFit Auto Body Parts?

#### 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 # 18

What are your salary expectations At CertiFit Auto Body Parts?

#### Answer:-

This question is like a loaded gun, tricky and dangerous if you're not sure what you are doing. It's not uncommon for people to end up talking salary before really selling their skills, but knowledge is power as this is a negotiation after all. Again, this is an area where doing your research will be helpful as you will have an understanding of average salary.

One approach is asking the interviewer about the salary range, but to avoid the question entirely, you can respond that money isn't a key factor and you're goal is to advance in your career. However, if you have a minimum figure in mind and you believe you're able to get it, you may find it worth trying.

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### Question #19

What do you know about the company?

### Answer:-

Any candidate can read and regurgitate the company's "About" page. So, when interviewers ask this, they aren't necessarily trying to gauge whether you understand the mission-they want to know whether you care about it. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal. Say, "I'm personally drawn to this mission because..." or "I really believe in this approach because..." and share a personal example or two.

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#### 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.

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## Question # 21

What is your greatest weakness At CertiFit Auto Body Parts? What are you doing to improve it?

#### Answer:

I believe my biggest weakness At CertiFit Auto Body Parts 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 # 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.

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#### Question #23

Where do you see yourself professionally five years from now At CertiFit Auto Body Parts?

#### Answer:-

Demonstrate both loyalty and ambition in the answer to this question. After sharing your personal ambition, it may be a good time to ask the interviewer if your ambitions match those of the company.

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#### Question # 24

Give an example of a time you successfully worked At CertiFit Auto Body Parts 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 # 25

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 # 26

How have you changed in the last five years?

#### Answer:-

All in a nutshell. But I think I've attained a level of personal comfort in many ways and although I will change even more in the next 5-6 years I'm content with the past 6 and what has come of them.

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#### Question # 27

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 # 28

How long do you want to work for us if we hire you?

#### Answer:

Here being specific is probably not the best approach. You may consider responding, "I hope a very long time." Or "As long as we're both happy with my performance."

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#### Question # 29

What is the most irritating thing you've experienced about your co-workers?

#### Answer:-

This question is designed to find out if you get along well on team, with other and whether or not you'll be a fit with the interviewer's organization. It's a trap. Think real hard but fail to come up anything that irritated you about your co-workers. A short positive response is best.

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#### Question #30

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 #31

Why do you think you'll do well at this job?

#### Answer:

Provide several reasons including skills, experience and interest. If you can show how you've been successful in a similar career field or job position that will go along way to helping the interviewer believe you'll also be successful at this new job.

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#### Question # 32

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 loose 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."

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#### Question #33

How do you measure success?

#### Answer:-

There may be several good answers. Some include: you're able to set realistic, yet aggressive goals that push you and you're able to achieve them, you go the extra mile on all projects, client satisfaction is high, your boss is elated at your performance on all projects, etc.

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#### Question #34

Are you able to relocate if required?

#### Answer:-

Be completely honest and thoughtful with this one. You don't want to wake up one to find out that you're moving to a new city or state and it may be a major factor in your eligibility for employment. But again, if you don't want to move then the job probably isn't for you.

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## Question #35

If you were hiring a person for this job At CertiFit Auto Body Parts, what would you look for?

#### Answer:

Discuss qualities you possess required to successfully complete the job duties.

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## Question #36

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 # 37

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 # 38

The change in the business industry now requires you to have a new set of skills you have to learn, how do you react to that?

#### Answer:

First, find out which skills are the ones that you're currently lacking. Then identify what the steps would be to acquire/build those skills. Then take action to do so. Read More Answers.

#### Question # 39

You are not given the tools you need to be successful. How would you change that At CertiFit Auto Body Parts?



#### Answer:-

State a business case to your manager / leader as to why you need the tools and make the request for them.

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#### Question # 40

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 # 41

What motivates you to work At CertiFit Auto Body Parts?

#### 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 # 42

What are you passionate about?

#### Answer:-

Ask yourself - what are your core passions that you wake up excited to act on each and every day? Ask yourself what makes you happy or drives you - is it helping others? Is it making money? Is it creating something? Is it about changing the world? Etc.

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#### Question # 43

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 your of this potential job.

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## Question # 44

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 # 45

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 # 46

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 # 47

Describe your academic achievements?

#### Answer:-

Think of a time where you really stood out and shined within college. It could be a leadership role in a project, it could be your great grades that demonstrate your intelligence and discipline, it could be the fact that you double majored. Where have you shined?

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## Question # 48

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.

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#### Question #49

How do you inspire others to be better?

#### Answer:

First, the key to inspiring others it to first understand what their goals and objectives are. Once you understand what people want, you can inspire them with a vision that aligns to what they care about. People generally care about having purpose, being successful (and being recognized for it), contributing in a meaningful way, and financial rewards (to a degree) and much more. Then once you understand what people set as goals, you can inspire them through 1:1 pep talks, a presentation to multiple people and so forth.

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#### Question #50

How would you define success?

#### Answer:-

Success is defined differently for everybody. Just make sure the parameters are defined by you with regards to work life balance, financial gain, career growth, achievements, creating meaningful work / products and so forth. If you can clearly articulate what it means to you that is a strong answer.

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#### Question # 51

Describe to me a time where you had to make a hard decision At CertiFit Auto Body Parts?

#### Answer:-

Hard decisions are hard for a reason. It could dramatically effect the company. It could affect other workers. So if you have a story about how you made a hard decision and had a good outcome, share that. If you have one where the outcome wasn't great, explain how you would have changed the way you approached the decision to show you learned how to improve.

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### Question # 52

If I talked to your three biggest fans, who would they be and why?

#### Answer:

If you can reference three professionals with executive titles (CXO, VP, Director, Manager), that carries a lot of weight. Make sure you highlight how you've helped them achieve their biggest objectives and how that's made them your fan.

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## Question #53

What do you expect to be earning in 5 years At CertiFit Auto Body Parts?

## 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 # 54

Describe what a "lot of work" looks like to you At CertiFit Auto Body Parts?

#### 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 # 55

What were the responsibilities of your last position At CertiFit Auto Body Parts?

#### Answer:

If you want to show your ambition, you can discuss how you haven't reached all of your goals yet and in that sense aren't satisfied. However, if you want to discuss satisfaction from your job discuss an experience in which you achieved something.

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## Question # 56

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 At CertiFit Auto Body Parts - 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 # 57

Was there a person in your career who really made a difference?



#### Answer:-

If you can't think of one, you need to get a mentor QUICKLY! Mentors can come in the form of peers, family members, co-workers, management / leaders at a company and so on.

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#### Question #58

What's the last book you read?

#### Answer:-

Try to talk about a book related to the industry, for example, if you're applying for a role related to business, cite a business book.

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#### Question #59

What would you do if you won the lottery?

#### Answer:-

The interviewer is asking this question to find out what your true passion is. Ideally it aligns to the type of work you're interviewing for. If not, tie it back in terms of how it relates to the job, for example, "I believe I'll learn the necessary skills in this job to pursue my passion later on in life."

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#### Question # 60

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 At CertiFit Auto Body Parts. Work hard to get to know your teammates, how they work together, and how you can make the biggest impact.

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#### Question #61

Why did you choose your major in college or tech school?

#### Answer:-

People usually choose their major based on their passions or the career path they want to head towards.

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#### Question # 62

Do you have good manners? What types of people need to be treated with good manners?

#### Answer:

You should have good manners. Everyone should be treated with courtesy and respect.

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## Question # 63

How do you continue learning on a daily basis? Why is continuous improvement necessary At CertiFit Auto Body Parts?

#### Answer:

You can learn on the job, through books and magazines, through social networks, blogs, seminars, mentors and so on. Continuous improvement is important because the one thing in life that is constant is change. And you have to continue to push yourself day in and day out to be the best.

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## Question # 64

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 # 65

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 # 66

What kind of work interests you the least At CertiFit Auto Body Parts?

#### Answer:

What bores you? What fails to challenge you? What fails to excite you?



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#### Question # 67

How do you define arrogance? Are you arrogant?

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 #68

Tell me about the last time you missed a goal or deadline?

Unless you're a completely perfect person, chances are you've messed up before on a goal/deadline. If so, discuss how you fell short and what you would have done in , U<sub>L</sub> retrospect to achieve it.

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