

Committee Clerk Interview Questions And Answers Guide.



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Committee Clerk Job Interview Preparation Guide.

Question # 1

What are your greatest professional strengths As Committee Clerk?

Answer:-

When answering this question, we recommends being accurate (share your true strengths, not those you think the interviewer wants to hear); relevant (choose your strengths that are most targeted to this particular position As Committee Clerk); and specific (for example, instead of "people skills," choose "persuasive communication" or "relationship building"). Then, follow up with an example of how you've demonstrated these traits in a professional setting.

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Question # 2

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.

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Question # 3

Basic 15 Interview Questions that Test Communication Skills As Committee Clerk:

Answer:-

For most jobs, communication skills As Committee Clerk are important. It's hard to work as a team if people aren't communicating well. At some jobs, like customer service or sales, communication skills are an absolute essential. These questions are meant to help gauge a candidate's ability to communicate.

1. How do you prefer to build rapport with others?
2. How would you go about simplifying a complex issue in order to explain it to a client or colleague?
3. How would you go about persuading someone to see things your way at work?
4. How would you go about explaining a complex idea/problem to a client who was already frustrated?
5. What would you do if you there was a breakdown in communication at work?
6. Talk about a successful presentation you gave and why you think it did well.
7. How would you explain a complicated technical problem to a colleague with less technical understanding?
8. Do you prefer written or verbal communication As Committee Clerk?
9. Describe a time when you had to be careful talking about sensitive information. How did you do it?
10. What would you do if you misunderstood an important communication on the job?
11. Talk about a time when you made a point that you knew your colleagues would be resistant to.
12. Is it more important to be a good listener or a good communicator As Committee Clerk?
13. Tell me about a time you had to relay bad news to a client or colleague.
14. Rate your communication skills on a scale of 1 to 10. Give examples of experiences that demonstrate the rating is accurate.
15. How have you handled working under someone you felt was not good at communicating?

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Question # 4

What have you done to improve your knowledge As Committee Clerk in the last year?

Answer:-

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

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Question # 5

What's the difference between good and exceptionally great?

Answer:-

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

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Question # 6

Who are your heroes?

Answer:-

Have at least one person you consider a hero or role model. Be ready to explain why they are a hero to you and how they've inspired you to be a better person.

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Question # 7

Can you describe your ideal boss/supervisor?

Answer:-

During the interview As Committee Clerk process employers will want to find out how you respond to supervision. They want to know whether you have any problems with authority, If you can work well as part of a group (see previous question) and if you take instructions well etc.

Never ever ever, criticize a past supervisor or boss. This is a red flag for airlines and your prospective employer will likely assume you are a difficult employee, unable to work in a team or take instruction and side with your former employer.

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Question # 8

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 # 9

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 # 10

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 # 11

What have you done to improve your skills over the past year As Committee Clerk?

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 # 12

How does your present position differ from past ones?

Answer:-

Describe the difference with regards to responsibilities, culture, team, career opportunity, and the work itself.

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Question # 13

What's your dream job?

Answer:-

Along similar lines, the interviewer wants to uncover whether this position As Committee 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.

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Question # 14

In your last job what kinds of pressure did you encounter and how did you react As Committee Clerk?

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 # 15

Are you good at working in a team As Committee Clerk?

Answer:-

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

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

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Question # 16

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 # 17

Give me an example of a time when you set a goal and were able to meet or achieve it?

Answer:-

Show that you set great goals and the process and steps you took to achieve it. Details really matter here.

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Question # 18

What motivates you the most?

Answer:-

Is it money? Is it career development? Is it recognition? Is it a sense of achievement? Is it to impress your peers? Is it for fame?

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Question # 19

If you were interviewing someone for this position As Committee Clerk, what traits would you look for?

Answer:-

This is where the interviewer tries to turn the tables on you. Answer confidently by stating 3 specific traits that are applicable to that job role. For example, a consulting job would likely look for someone who can think outside of the box.

After answering, ask them, "Am I spot on here and if not, what traits would you look for?"

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Question # 20

Tell me about a time you failed?

Answer:-

Everyone has failed, so don't play dumb or claim you've never messed up As Committee Clerk. Think of a time when a work-related situation didn't turn out quite as you had hoped. An interviewer is interested in seeing how you took responsibility for your failure, what you learned from it, and how you would prevent similar failures from happening again.

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Question # 21

How do you evaluate success As Committee Clerk?

Answer:-

I evaluate success As Committee Clerk in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that the Global Guideline company is recognized for not only rewarding success but giving employees opportunity to grow as well.

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Question # 22

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 As Committee Clerk. 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 your 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 # 23

Where do you see your career in five years As Committee Clerk?

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 As Committee Clerk.

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Question # 24

What does success mean to you?

Answer:-

I am punctual, I always have excellent attendance on any job As Committee 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.

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Question # 25

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 # 26

If you could offer suggestions on how to improve our company, what would you say?

Answer:-

Examine the trends of the company and also where there may be some weaknesses (news articles often document this on public companies or look at their competitors to see how they're positioning it against them.) Then, once you have that knowledge, think creatively on how you could improve upon that weakness for them.

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Question # 27

What is your ideal working environment?

Answer:-

Describe your ideal working environment. Do you like flexibility with work hours? Do you like working in a cubicle or independently? Do you like to be micro managed or empowered? Do you like to work on your own or in a team? Do you like being driven by metrics in your role? How much responsibility do you want?

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Question # 28

What is your greatest failure As Committee Clerk, and what did you learn from it?

Answer:-

When I was in college, I took an art class to supplement my curriculum. I didn't take it very seriously, and assumed that, compared to my Engineering classes, it would be a walk in the park. My failing grades at midterm showed me otherwise. I'd even jeopardized my scholarship status. I knew I had to get my act together. I spent the rest of the semester making up for it, ended up getting a decent grade in the class. I learned that no matter what I'm doing, I should strive to do it to the best of my ability. Otherwise, it's not worth doing at all.

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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 As Committee Clerk.

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Question # 30

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

Answer:-

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

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Question # 31

What other jobs are you applying for As Committee Clerk?

Answer:-



If you're applying with other similar companies in a similar or the same industry, it's actually okay to state that as it shows you're valued and wanted.

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Question # 32

What do you think of your previous boss?

Answer:-

Do not belittle or talk badly of your last boss - it will come off as being petty. Instead, talk about the positive lessons you were able to learn from your last boss.

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Question # 33

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 # 34

How did you find out about this job As Committee Clerk? What do you know about the job?

Answer:-

Possible ways to find out about the job:

Online website listing, friend, professional referral, mentor, career fairs, networking events. You should know about the roles and responsibilities of the job and what they're looking for. Make sure you read up on that online beforehand or ask the person that referred you.

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Question # 35

Where do you see yourself in five years As Committee Clerk?

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 # 36

What are three positive characteristics you wish you had?

Answer:-

The key here is to be honest about your wish list but then to describe how you plan on developing or growing those characteristics so that it becomes a reality. For example, I wish I had a stronger work ethic and I am reading a book right now about how to instill a better discipline around getting work done efficiently.

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Question # 37

Why should I hire you As Committee 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.

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Question # 38

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 # 39

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 # 40

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 Committee 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."

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Question # 41

What are your salary requirements As Committee Clerk?

Answer:-

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

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Question # 42

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 Committee Clerk.

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Question # 43

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 # 44

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 # 45

What motivates you to work As Committee Clerk?

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 # 46

Why are manhole covers round?

Answer:-

This is a classic brainteaser, which was reportedly first asked by a Microsoft interviewer. Here's how to ""solve"" this brainteaser (remember to speak and reason out loud while solving this brainteaser): Why are manhole covers round? Could there be a structural reason? Why aren't manhole covers square? It would make it harder to fit with a cover. You'd have to rotate it exactly the right way.

The pipes below are also round, so fitting them might be easier, as might be making them. So many manhole covers are round because they don't need to be rotated. There are no corners to deal with. Also, a round manhole cover won't fall into a hole because it was rotated the wrong way, so it's safer. Looking at this, it seems corners are a problem. You can't cut yourself on a round manhole cover. And because it's round, it can be more easily transported. One person can roll it.

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Question # 47

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 # 48

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 # 49

Do you think you have enough experience As Committee Clerk?

Answer:-

If you do not have the experience they need, you need to show the employer that you have the skills, qualities and knowledge that will make you equal to people with experience but not necessary the skills. It is also good to add how quick you can pick up the routine of a new job role.

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Question # 50

Explain an idea that you have had and have then implemented in practice?

Answer:-

Often an interview guide will outline the so-called 'STAR' approach for answering such questions; Structure the answer as a situation, task, action, and result: what the context was, what you needed to achieve, what you did, and what the outcome was as a result of your actions.

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Question # 51

How would you rate your communication and interpersonal skills for this job As Committee 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.

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Question # 52

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 # 53

Explain me about a time when you reached a goal within a tight deadline?

Answer:-

I work well under pressure to meet deadlines without jeopardizing the quality of my work. I have always worked in a fast pace environment where we are constantly under pressure to achieve best results within a time frame.

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Question # 54

What general trends do you see in our industry?

Answer:-

Examine what's happened in the industry in the last 5 - 10 years and how it's evolved and then look at what both the company and analysts are saying about the future of that industry in which that company competes in. Read trade magazines / online sources in that industry as well to make sure you stay up to date on trends.

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Question # 55

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 # 56

Do you have any question regarding this job As Committee Clerk?

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



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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

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 # 58

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 # 59

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 # 60

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 # 61

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 # 62

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 # 63

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 # 64

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 # 65

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 # 66

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 # 67

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 # 68

Does your boss know you're here today?

Answer:-

Usually, you probably haven't told your boss for obvious reasons. So it's ok to say that they do not. You don't want to upset the balance at your current job after all and nothing is guaranteed in an interview. The interviewer should understand this stance.

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Question # 69

What's your salary history?

Answer:-

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

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Question # 70

What is your desired salary As Committee 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.

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