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# Competency Evaluated Nursing Assistant (CENA) Job Interview Preparation Guide.

#### Question #1

Have you ever you have been in a position As Competency Evaluated Nursing Assistant (CENA) where you've had to fire someone? How did you feel about that experience?

#### Answer:-

Be very thoughtful about your answer. This is a very serious matter for most companies and requires a very serious answer. You need to express that you will do it when it is the right thing to do but you don't want to give the impression that you're callus to the process. Don't forget that firing is not the same as laying someone off - it typically is for the direct benefit of the company.

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#### Question # 2

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 As Competency Evaluated Nursing Assistant (CENA), such as your strong work ethic or your willingness to pitch in on other projects when needed.

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# Question #3

Explain yourself in one line?

# Answer:-

When you respond, keep in mind the type of position you are interviewing for like Competency Evaluated Nursing Assistant (CENA) based job, the company culture, and the work environment. Your answer should help show the interviewer why you're a match for the job and for the company.

- \* I'm a people person. I really enjoy meeting and working with a lot of different people.
- \* I'm a perfectionist. I pay attention to all the details, and like to be sure that everything is just right.
- \* I'm a creative thinker. I like to explore alternative solutions to problems and have an open mind about what will work best.
- \* I'm efficient and highly organized. This enables me to be as productive as possible on the job.
- \* I enjoy solving problems, troubleshooting issues, and coming up with solutions in a timely manner.

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# Question # 4

Do you ever take work home with you?

# Answer:-

Here are two great sample answers that might help get you started:

- \* I am an extremely organized person, so I tend to be able to get my work done at work. However, if the need arose I would not be against taking work home. I try not to make it a habit, since I do value my free time. I do realize though that the work we do is important, and sometimes you have to do what needs to be done.
- \* I do not shy away from taking work home with me. I know that meeting deadlines and doing outstanding work sometimes means taking a bit of it home. I do not have a problem doing that when the need arises.
- \* Make sure to give an honest answer. Lying about taking work home may turn out badly for you if it is required and you do not do it.

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# Question # 5

Are you currently looking at other job opportunities?

# Answer:-

Just answer this question honestly. Sometime an employer wants to know if there are other companies you're considering so that they can determine how serious you are about the industry, they're company and find out if you're in demand. Don't spend a lot of time on this question; just try to stay focused on the job you're interviewing for.



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#### Question #6

How did you hear about the position As Competency Evaluated Nursing Assistant (CENA)?

#### Answer:-

Another seemingly innocuous interview question, this is actually a perfect opportunity to stand out and show your passion for and connection to the company and for job As Competency Evaluated Nursing Assistant (CENA). For example, if you found out about the gig through a friend or professional contact, name drop that person, then share why you were so excited about it. If you discovered the company through an event or article, share that. Even if you found the listing through a random job board, share what, specifically, caught your eye about the role.

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# Question #7

What motivates you at the work place?

#### Answer:

Keep your answer simple, direct and positive. Some good answers may be the ability to achieve, recognition or challenging assignments.

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#### Question # 8

Why do you want to work for this company?

#### Answer:-

Again be honest. The interviewer will be able to sense very quickly if you're be disingenuous. Your answer should be base on your person reasons, career aspirations as well as research you've performed on the company. The most important thing you should do is make sure to relate your answer to your long-term career goals.

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#### Question #9

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 # 10

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

# Answer:-

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

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# Question # 11

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 # 12

How do you propose to compensate for your lack of experience?

# Answer:-

The first thing you should do is discuss experience you have the interviewer is unfamiliar with. Once that is detailed, tell the person conducting the interview that you are able to learn new tasks and information in a reasonable period of time and possess a strong work ethic. However, only state this if you can live up to these expectations.

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# Question # 13

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

# Answer:

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

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# Question # 14

What is your biggest weakness As Competency Evaluated Nursing Assistant (CENA)?



#### Answer:-

No one likes to answer this question because it requires a very delicate balance. You simply can't lie and say you don't have one; you can't trick the interviewer by offering up a personal weakness As Competency Evaluated Nursing Assistant (CENA) that is really a strength ("Sometimes, I work too much and don't maintain a work-life balance."); and you shouldn't be so honest that you throw yourself under the bus ("I'm not a morning person so I'm working on getting to the office on time.")

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#### Question # 15

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 # 16

What is your philosophy towards work?

#### Answer:-

This is typically a straightforward question that merits a straightforward answer. Do you have strong worth ethic? Will you do whatever it takes to make sure the job gets done? Just say so in your response. Keep it short, direct and positive.

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#### Question # 17

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 # 18

Do you think you are overqualified for this position As Competency Evaluated Nursing Assistant (CENA)?

#### Answer:

No matter your previous job experience or educational background, be sure to tell the interviewer you have the knowledge and skills to successfully execute the job responsibilities.

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# Question # 19

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 # 20

Describe a time when you anticipated potential problems and developed preventive measures?

# Answer:

The key here is to show that you were proactive. How did you find out about the potential problems? How did you address it quickly?

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# Question # 21

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 # 22

How meticulous are you with details?

# Answer:

Being detailed is important for many types of job roles. Typically you want to highlight how you've done that in previous roles. Example: "Being meticulous is important to me. In my last job, I had to count the money in the register as a cashier to make sure it matched to the receipts down to the last penny." This was to ensure there wasn't any "wrongdoing" at the company by any of the cashiers and I was always accurate in my reports.



#### Question # 23

What role do you see technology playing in this role?

#### Anewor.

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 # 24

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 # 25

What qualities do you believe are important to have as a manager?

#### Answer:-

Great managers tend to empower their employees to be successful through strong coaching. They understand how to manage relationships - this is commonly referred to emotional intelligence. They have to be able to handle both client and staff situations that require them to be calm under pressure to clearly think of solutions to complex problems. Most importantly they must be able to articulate the vision to the team and inspire them to work together to collectively achieve that goal

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#### Question # 26

What is it about this position As Competency Evaluated Nursing Assistant (CENA) that attracts you the most?

#### Answer-

Use your knowledge of the job description to demonstrate how you are a suitable match for the role.

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# Question # 27

If you have seven white socks and nine black socks in a drawer, how many socks do you have to pull out blindly in order to ensure that you have a matching pair?

#### Answer-

if the first one is one color (say, white), and the second one is the other color (black), then the third one, no matter what the color, will make a matching pair. (Sometimes you're not supposed to think that hard.)

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# Question # 28

How would your former employer describe you?

# Answer:

In all likelihood, the interviewer will actually speak with your former employer so honesty is key. Answer as confidently and positively as possible and list all of the positive things your past employer would recognize about you. Do not make the mistake of simply saying you are responsible, organized, and dependable. Instead, include traits that are directly related to your work as a medical assistant, such as the ability to handle stressful situations and difficult patients, the way you kept meticulous records, and more.

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# Question # 29

Explain me about a challenge or conflict you've faced at work As Competency Evaluated Nursing Assistant (CENA), and how you dealt with it?

# Answer:-

In asking this interview question, your interviewer wants to get a sense of how you will respond to conflict. Anyone can seem nice and pleasant in a job interview, but what will happen if you're hired?. Again, you'll want to use the S-T-A-R method, being sure to focus on how you handled the situation professionally and productively, and ideally closing with a happy ending, like how you came to a resolution or compromise.

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# Question #30

How do you deal with conflict in the workplace As Competency Evaluated Nursing Assistant (CENA)?

# Answer:-

When people work together, conflict is often unavoidable because of differences in work goals and personal styles. Follow these guidelines for handling conflict in the workplace.

- \* 1. Talk with the other person.
- \* 2. Focus on behavior and events, not on personalities.
- \* 3. Listen carefully.
- \* 4. Identify points of agreement and disagreement.
- \* 5. Prioritize the areas of conflict.
- \* 6. Develop a plan to work on each conflict.
- \* 7. Follow through on your plan.
- \* 8. Build on your success.



#### Question #31

How long do you envision yourself staying with this company?

#### Answer-

Understand that companies invest a lot of money into hiring the right staff. You want to emphasize that you are in it for the long run and you want to develop a career there and that it's not just a "5 month stepping stone" type of a job. You should be thinking how you're going to grow with that company. After all, don't you want to invest your energy and time with a company that is going to continue to be successful and one that will help you grow?

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# Question #32

How do you feel about this company's vision?

#### Answer:-

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

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#### Question # 33

What is your greatest failure As Competency Evaluated Nursing Assistant (CENA), 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 #34

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 # 35

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 #36

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 #37

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 # 38

Why are you interested in this type of job As Competency Evaluated Nursing Assistant (CENA)?

# Answer:

You're looking for someone who enjoys working with the elderly, or a caring, sociable, and nurturing person.

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# Question # 39

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 # 40

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 # 41

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

#### Answer-

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

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

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#### Question # 42

What was the most important task you ever had?

#### Answer:

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

\* 'I got a 2.1'

\* 'I passed my driving test'

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

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# Question # 43

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 # 44

Describe a typical work week for this position As Competency Evaluated Nursing Assistant (CENA)?

# Answer:-

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position As Competency Evaluated Nursing Assistant (CENA) 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 # 45

Describe to me the position As Competency Evaluated Nursing Assistant (CENA) you're applying for?

# Answer:

This is a "homework" question, too, but it also gives some clues as to the perspective the person brings to the table. The best preparation you can do is to read the job description and repeat it to yourself in your own words so that you can do this smoothly at the interview.

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# Question # 46

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.



#### Question # 47

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 # 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

Give me an example of when you competed hard and won?

#### Answer-

You can reference many different areas here when discussing a story of where you won in competition: Work experience (ideal), sports, clubs, classes, projects.

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#### Question # 50

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 # 51

How do you evaluate your ability to handle conflict?

#### Answer:

I pride myself on being a good problem solver. Through my previous job and management positions I have faced numerous conflicts in different situations, and my experiences have helped me to hone my issue resolution skills. I believe that it is important to get to and address the root of the issue, in a respectable manner.

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# Question # 52

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 # 53

Give an example of a time you successfully worked As Competency Evaluated Nursing Assistant (CENA) 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 # 54

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 # 55

Do you have any question regarding this job As Competency Evaluated Nursing Assistant (CENA)?

# 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.



#### Question # 56

What are your salary expectations As Competency Evaluated Nursing Assistant (CENA)?

#### 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 # 57

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 # 58

What is your desired salary As Competency Evaluated Nursing Assistant (CENA)?

#### 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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# Question #59

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 # 60

What would your first 30, 60, or 90 days look like in this role As Competency Evaluated Nursing Assistant (CENA)?

# Answer:

Start by explaining what you'd need to do to get ramped up. What information would you need? What parts of the company would you need to familiarize yourself with? What other employees would you want to sit down with? Next, choose a couple of areas where you think you can make meaningful contributions right away. (e.g., "I think a great starter project would be diving into your email marketing campaigns and setting up a tracking system for them.") Sure, if you get the job, you (or your new employer) might decide there's a better starting place, but having an answer prepared will show the interviewer where you can add immediate impact-and that you're excited to get started.

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# Question # 61

What's a time you exercised leadership?

# Answer:-

Depending on what's more important for the the role, you'll want to choose an example that showcases your project management skills (spearheading a project from end to end, juggling multiple moving parts) or one that shows your ability to confidently and effectively rally a team. And remember: "The best stories include enough detail to be believable and memorable,". Show how you were a leader in this situation and how it represents your overall leadership experience and potential.

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# Question # 62

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.

# **Customer Services Most Popular Interview Topics.**

- 1: WASH Officer Frequently Asked Interview Questions and Answers Guide.
- 2 : Customer Relationship Officer Frequently Asked Interview Questions and Answers Guide.
- 3 : <u>Humanitarian Affairs Officer Frequently Asked Interview Questions and Answers Guide.</u>
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