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# Computer It Job Interview Preparation Guide.

## Question #1

What do you like to do?

#### Answer:-

Discuss your passions Regarding Computer It. Ideally if it's work related that's fantastic! If not, talk about your academic / extracurricular passions and WHY you enjoy them. For example: I love playing sports because of the team work aspect - it's fun winning together! (This example shows you're a team player)

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## Question # 2

How would your references describe you?

#### Answer-

Think of three major characteristics that demonstrate your best qualities related to work and then have quick stories to describe why.

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## Question #3

Are you willing to work overtime or odd hours?

## Answer:

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

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## Question # 4

Describe your management style?

## Answer.

Try to avoid specific classifications, whatever it may be. Organizations usually prefer managers who can adapt their skills to different situations.

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## Question # 5

How do you adapt to new working environments Regarding Computer It?

## Answer:-

It's important that you demonstrate that you can adapt to changing environments quickly. You want to stress that you can manage change. The one thing in life that is constant after all, is change.

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## Question # 6

What are you looking for in a new position Regarding Computer It?

## Answer:

I've been honing my skills Regarding Computer It for a few years now and, first and foremost, I'm looking for a position where I can continue to exercise those skills. Ideally the same things that this position has to offer. Be specific.

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## Question #7

What is your greatest achievement outside of work Regarding Computer It?

## Answer:-

This is a great opportunity for you to discuss how you've given back to the community, how you've achieved in a competitive extracurricular activity (think sports or clubs), how you've mentored others, and so forth.



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#### Question # 8

Top 12 Stress Based Interview Questions Regarding Computer It:

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

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

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

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#### Question # 9

Explain me about a problem or disagreement you had with previous supervisor?

#### Answer:-

This question is trap. It is meant to see whether or not you'll speak poorly of an employer. No one wants to hire someone who's going to speak poorly of them down the road. Stay upbeat and positive - and most of all don't say anything negative about a previous employer.

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#### Question # 10

If you were hiring a person for this job Regarding Computer It, what would you look for?

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

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## Question #11

Top 17 Behavioral Interview Questions Regarding Computer It:

## Answer:-

Behavioral interviews Regarding Computer It where popularized by industrial psychologists in the 1970s, and have been used at big companies like AT&T. The idea behind them is that past responses to situations are the best predictor of how candidates will respond in the future.

- 1. Tell me about a time you faced a conflict while working as part of a team.
- 2. Talk about a goal you set for yourself. What did you do to make sure you met the goal?
- 3. Give an example of a time when you had to work with someone with a very different personality from yours.
- 4. Talk about an instance where you wish you'd handled a situation differently with a team member.
- 5. What's the most difficult problem you have had to solve Regarding Computer It?
  6. Give an example of how you handled a situation where you needed information from a colleague who wasn't responsive.
- 7. Talk about a time when you had problems building a relationship with a key team member. What did you do?
- 8. Tell me about an instance when it was important to make a great impression on a client. What did you do?
- 9. Tell me about a situation where you had to work with a difficult client.
- 10. Tell me about a situation where you disappointed a client, and how you tried to fix it.
- 11. Talk about a time when you had to strategize to meet all your obligations.
- 12. Talk about a time when you failed at something. How did you react?
- 13. Talk about a time you took on a leadership role.
- 14. Tell me about a long-term project you oversaw. How did you keep it focused and on schedule?
- 15. Talk about a time when you were under a lot of stress. What caused it, and how did you manage?
- 16. Do you prefer to work alone or with others Regarding Computer It?
- 17. Tell me about a time when you were overwhelmed by the amount of work on your agenda. How did you handle it?

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## Question # 12

What are your greatest professional strengths Regarding Computer It?

## 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 Regarding Computer It); 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 # 13

What is your biggest weakness Regarding Computer It?



#### 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 Regarding Computer It 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 # 14

Basic 15 Interview Questions that Test Communication Skills Regarding Computer It:

#### Answer-

For most jobs, communication skills Regarding Computer It 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 Regarding Computer It?
- 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 Regarding Computer It?
- 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 #15

Can you describe your ideal boss/supervisor?

## Answer:-

During the interview Regarding Computer It 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 intruction and side with your former employer.

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## Question # 16

Your client is upset with you for a mistake you made, how do you react?

## Answer:

Acknowledge their pain - empathize with them. Then apologize and offer a solution to fix the mistake.

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## Question # 17

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 # 18

What can you offer me that another person can't?

## Answer:-

This is when you talk about your record of getting things done. Go into specifics from your resume and portfolio; show an employer your value and how you'd be an asset.

You have to say, "I'm the best person for the job Regarding Computer It. I know there are other candidates who could fill this position, but my passion for excellence sets me apart from the pack. I am committed to always producing the best results. For example..."

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## Question # 19

What do you consider ethical spending on an expense account?

## Answer:

It depends on the role - but the better way to answer this is to ask the interviewer what their expectations are with regards to what the role can expense and then simply state that you'll stay within those parameters

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#### Question # 20

Explain what are your weaknesses Regarding Computer It?

#### Answer-

Red flags: This is the peanut butter to the previous question's jelly. Again, everyone should expect it, so it's a bad sign if someone seems totally unprepared, or gives a stock answer like, "I'm a perfectionist." Also, of course, candidates crazy enough to blurt out some horrible personality trait should go in the red flagged pile. Good answer: Candidates should talk about a real weakness they've been working on improving. For instance, they're not good at public speaking, but they've been taking a course to help them improve. Or maybe they feel that they're easily distracted when working online, but have installed software that helps them stay on task. Answers like these show a desire for improvement, self awareness and discipline.

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#### Question # 21

What did you dislike about your old job?

## Answer:-

Try to avoid any pin point, like never say "I did not like my manager or I did not like environment or I did not like team" Never use negative terminology. Try to keep focus on every thing was good Regarding Computer It, I just wanted to make change for proper growth.

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#### Question # 22

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."

The

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#### Question # 23

What kind of work interests you the least Regarding Computer It?

#### Answer:-

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

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## Question # 24

Why are you interested in this type of job Regarding Computer It?

## Answer:

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

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## Question # 25

Describe your work style?

## Answer:-

Describe the positive aspects of your work style if possible, including: work ethic, attention to detail, interpersonal skills, skill sets (analytical or otherwise), leadership abilities, communication skills.

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## Question # 26

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

## Answer:-

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

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## Question # 27

Do you have the ability to articulate a vision and to get others involved to carry it out?

## Answer:

If yes, then share an example of how you've done so at work or college. If not, then discuss how you would do so. Example: "I would first understand the goals of the staff members and then I would align those to the goals of the project / company. Then I would articulate the vision of that alignment and ask them to participate. From there, we would delegate tasks among the team and then follow up on a date and time to ensure follow through on the tasks. Lastly, we would review the results together."

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## Question # 28

What challenges are you looking for in this position?

## Answer:-

A typical interview question to determine what you are looking for your in next job, and whether you would be a good fit for the position being hired for, is "What



challenges are you looking for in a position Regarding Computer It?" The best way to answer questions about the challenges you are seeking is to discuss how you would like to be able to effectively utilize your skills and experience if you were hired for the job. You can also mention that you are motivated by challenges, have the ability to effectively meet challenges, and have the flexibility and skills necessary to handle a challenging job. You can continue by describing specific examples of challenges you have met and goals you have achieved in the past.

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## Question # 29

How important is the vision of the company to you?

#### Answer:-

It should be very important if you want a long standing career. Remember, you're investing your time, energy and earnings potential into a company so you want to make sure it's a sustainably successful company that will grow with you over the long haul.

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## Question # 30

Do you work well on a team? How would you define teamwork?

#### Answer:-

I would define team work as getting the job done Regarding Computer It whether that means if I have to do more then the guy next to me as long as the work gets finished.

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#### Question # 31

What do you like to do outside of work?

#### Answer:-

Interviewers ask personal questions in an interview to "see if candidates will fit in with the culture [and] give them the opportunity to open up and display their personality, too,". In other words, if someone asks about your hobbies outside of work, it's totally OK to open up and share what really makes you tick. (Do keep it semi-professional, though: Saying you like to have a few beers at the local hot spot on Saturday night is fine. Telling them that Monday is usually a rough day for you because you're always hungover is not.)

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## Question # 32

How do you feel about technology at the workplace in general?

## Answer:-

It's a great enabler for us to collaborate better as a team, for us to reach customers more efficiently and frequently and I believe it can help any company become more efficient, leaner, and more productive.

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## Question #33

Do you work better on a team, with just one partner, or alone?

## Answer:

Ideally you can handle all three well, but you may have a personal preference for one or a few. The key is to make sure you understand what the job is looking for and to pair your answer with that (assuming it's true)

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## Question # 34

Did you get on well with your last manager?

## Answer:

A dreaded question for many! When answering this question never give a negative answer. "I did not get on with my manager" or "The management did not run the business well" will show you in a negative light and reduce your chance of a job offer. Answer the question positively, emphasizing that you have been looking for a career progression. Start by telling the interviewer what you gained from your last job Regarding Computer It

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## Question #35

How many basketballs would fit in this room?

## Answer:

One. You did not ask what is the maximum number of basketballs you can fit in the room.

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## Question # 36

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.



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#### Question #37

Where do you see yourself in five years Regarding Computer It?

#### 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 #38

If selected for this position Regarding Computer It, can you describe your strategy for the first 90 days?

#### Answer-

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

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#### Question # 39

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 # 40

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 #41

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 # 42

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 # 43

How would you estimate the weight of the Chrysler building?

## Answer:-

This is a process guesstimate where the interviewer wants to know if you know what to ask. First, you would find out the dimensions of the building (height, weight, depth). This will allow you to determine the volume of the building. Does it taper at the top? (Yes.) Then, you need to estimate the composition of the Chrysler building. Is it mostly steel? Concrete? How much would those components weigh per square inch? Remember the extra step: find out whether you're considering the building totally empty or with office furniture, people, etc. If you're including the contents, you might have to add 20 percent or so to the building's weight.

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## Question # 44

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 # 45

Have you ever mentored anyone before? If yes, describe the situation?

#### Answer:

Describe a time where you've helped someone else. Mentor ships can be informal so as you've helped someone over a period of time that can certainly count. The key is to highlight how you utilized certain skills/attributes like coaching, teaching, patience, communication skills, and so forth to mentor that person.

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#### Question # 46

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 # 47

How long will it take for you to make a significant contribution?

#### Answer:-

First define significant contribution - once you do that - lay out a timeline plan in which you think you can achieve that.

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#### Question # 48

What schedule do you hope to work? Are you willing to work extra hours?

#### Answer:-

Be honest. If you really want the job and are willing to work any schedule needed, say so. If, however, you have no intention of working late hours or weekends, simply let the interviewer know the hours that you are available to work. The same applies to extra hours. You are more likely to be hired if you are willing to work any time you are needed. However, saying that you are willing and then complaining about the hours once you start working is a recipe for disaster.

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## Question # 49

What is your desired salary Regarding Computer It?

## 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 # 50

How would you rate your communication and interpersonal skills for this job Regarding Computer It?

## 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 #51

How would your friends describe you?

## Answer:-

My friends would probably say that I'm extremely persistent - I've never been afraid to keep going back until I get what I want. When I worked as a program developer, recruiting keynote speakers for a major tech conference, I got one rejection after another - this was just the nature of the job. But I really wanted the big players - so I wouldn't take no for an answer. I kept going back to them every time there was a new company on board, or some new value proposition. Eventually, many of them actually said "yes" - the program turned out to be so great that we doubled our attendees from the year before. A lot of people might have given up after the first rejection, but it's just not in my nature. If I know something is possible, I have to keep trying until I get it.

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## Question # 52

How do you think I rate as an interviewer?

## Answer-

I think you did fine. I'm sure you've conducted a lot of interviews, and it's probably second nature for you now. Thanks for taking the time to meet with me today. I'm sure you have a lot of things you have to juggle every day.

I'd say you rate at least ten out of ten. The questions you asked seemed spot on. I can tell you guys are working hard to find the perfect applicant for the job. I'm glad I could meet with you.



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#### Question #53

Do you have any question regarding this job Regarding Computer It?

#### Answer:-

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

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## Question # 54

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 #55

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 # 56

What type of work environment do you prefer?

#### Answer-

Ideally one that's similar to the environment of the company you're applying to. Be specific.

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## Question # 57

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 # 58

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 # 59

How do you handle stressful situations?

## Answer:-

By remaining calm, weighing out all my options and executing a plan to get the situation resolve.

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## Question # 60

What do you look for in terms of culture -- structured or entrepreneurial?

## Answer:-

A good answer is to discuss the importance of having both elements in a company Regarding Computer It. Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

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## Question # 61

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 # 62

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 # 63

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

#### Answer:-

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

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#### Question # 64

If I were to give you this salary you requested but let you write your job description for the next year, what would it say?

#### Answer-

It should say the same thing - after all - if you think this salary is fair then it should suit the responsibilities!

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## Question #65

Tell me something about your family background?

## Answer:-

First, always feel proud while discussing about your family background. Just simple share the details with the things that how they influenced you to work in an airline field.

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## Question # 66

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 # 67

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 # 68

What are your salary expectations Regarding Computer It?

## 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 # 69

Do you like to start personal relationships with other employees?

Well, the right answer is yes and no. Good personal relations can improve the overall performance of a team. But on the other hand, you should not let your emotions to affect your decisions in work. 

# Information Technology (IT) Most Popular Interview Topics.

- 1: Telecommunications Frequently Asked Interview Questions and Answers Guide.
- 2: CISA Frequently Asked Interview Questions and Answers Guide.
- 3 : Computer Operator Frequently Asked Interview Questions and Answers Guide.
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- 10: <u>Informational Frequently Asked Interview Questions and Answers Guide.</u>

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