

# Data Processing Clerk Interview Questions And Answers Guide.



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## Data Processing Clerk Job Interview Preparation Guide.

### Question # 1

What did you like least about your last (or current) job As Data Processing Clerk?

#### Answer:-

Don't vent or focus on the negative with brutally honest answers such as "My boss was a jerk," or "The company culture was too politically correct," or "They just weren't giving me the opportunity to take my career to the next level." Instead, keep the emphasis on the positive, even though there are sure to be things you weren't happy about.

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### Question # 2

Basic 15 Interview Questions that Test Communication Skills As Data Processing Clerk:

#### Answer:-

For most jobs, communication skills As Data Processing 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 Data Processing 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 Data Processing 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 # 3

Why did you select the University \_\_\_\_\_?

#### Answer:-

Discuss the academic program, the extracurricular program(s), the school spirit, the quality of your peers, and the professors.

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### Question # 4

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 # 5

Think about the changes you have seen and tell me how you handle change?

#### Answer:-

You can cite personal life changes, work place changes, career changes, technology change, industry change. The key is to discuss how seeing or experiencing that change has helped your development. For example, the recent changes in social media has broadened my horizons and helped me learn new forms of efficient



marketing.

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### **Question # 6**

Where do you see your career in five years As Data Processing 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 Data Processing Clerk.

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### **Question # 7**

Tell me about a time when you had to use your presentation skills to influence someone's opinion As Data Processing Clerk?

**Answer:-**

Example stories could be a class project, an internal meeting presentation, or a customer facing presentation.

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### **Question # 8**

What's the difference between good and exceptionally great?

**Answer:-**

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

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### **Question # 9**

What kind of work interests you the most?

**Answer:-**

You can talk about what you're passionate about. What motivates you. What excites you.

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### **Question # 10**

How have you made an impact on your team in the past?

**Answer:-**

I would explain and show to him or her best way possible and if they have a better way then I will encourage him or her to let me know then we can see if it works or not As Data Processing Clerk.

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### **Question # 11**

How do you think your colleagues at your last job would describe you?

**Answer:-**

While your CV will say a lot about your work history As Data Processing Clerk, the interviewer will most likely look for greater detail with questions such as this. Be positive about previous experience, highlighting your own strengths.

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### **Question # 12**

Explain what are your strengths As Data Processing Clerk?

**Answer:-**

Bad Answer: Candidate is unprepared for question or only gives generic answers.

This is the most common job interview question - everybody should be expecting it. If they don't seem prepared, or give a fairly stock answer, it's probably a bad sign.

Good answer: The consensus is to go for quality, not quantity here. Candidates should give a short list of strengths, and back each one up with examples that illustrate the strength. Also, they should explain how these strengths will be useful in the job you're applying for, and use this question to say something interesting about themselves.

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### **Question # 13**

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 # 14**

Tell me about yourself?



## Data Processing Clerk Interview Questions And Answers

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### **Answer:-**

There are some questions that your potential employer aren't allowed to ask (but trust me, they probably want to). For instance, they shouldn't really ask about your family or how far away you live from your potential place of employment. If you can find a way to answer these questions anyway (with the answers they want to hear), that will give them a little added info to help them make the (right) decision!

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### **Question # 15**

What relevant work experience do you have in this career field As Data Processing Clerk?

### **Answer:-**

Talk about specific work related experience for the position you're interviewing for. Make sure the experience is relevant. Don't talk about previous experience that is not related to the position in question. If you don't have specific career related experience speak about prior experience that has helped you develop the specific knowledge and skills required for the position you are applying for.

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### **Question # 16**

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 # 17**

What three character traits would your friends use to describe you?

### **Answer:-**

Friends would typically use attributes like (assuming you have these): Trustworthy, honest, hardworking, friendly, courageous, nice, diligent, organized and so forth. Not saying you have all of these, but the best way for you to find out is to survey your friends by asking them what they consider your brand to be.

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### **Question # 18**

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 # 19**

How do you think you might fit this position As Data Processing Clerk?

### **Answer:-**

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

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### **Question # 20**

When were you most satisfied in your job As Data Processing Clerk?

### **Answer:-**

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

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### **Question # 21**

What education or training have you had that makes you fit for this profession As Data Processing Clerk?

### **Answer:-**

This would be the first question asked in any interview. Therefore, it is important that you give a proper reply to the question regarding your education. You should have all the documents and certificates pertaining to your education and/or training, although time may not allow the interviewer to review all of them.

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### **Question # 22**

How well do you know our company?

### **Answer:-**

Well, a developed company that is gradually building their reputation in the competitive world.

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### **Question # 23**



What's your dream job?

**Answer:-**

Along similar lines, the interviewer wants to uncover whether this position As Data Processing 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 # 24**

You have a project due in one hour but a more important emergency that affects business needs to be fixed immediately, what do you do?

**Answer:-**

Focus on the issue that impacts the business most first.

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**Question # 25**

What is the difference between a big ego and a healthy ego?

**Answer:-**

"Ego" should be replaced by confidence. It's good to be confident as it shows that you know what you're doing. However, a big ego is when confidence spirals out of control and you become arrogant.

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**Question # 26**

Your coworker highlights your mistakes in front of everyone, how do you handle the situation?

**Answer:-**

Admit to the mistake without being emotional, but then discuss how you are being proactive in getting it fixed. Lastly, pull the co-worker aside later on to tell them that you'd appreciate it if they gave you the feedback 1:1 first before throwing you under the bus.

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**Question # 27**

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 # 28**

What are your presentation skills like As Data Processing Clerk?

**Answer:-**

Make sure you share a story that demonstrates your presentation skills in front of many people. If you are really brave, offer to give a snippet of that presentation to the interviewer. This will definitely be different from what most people do.

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**Question # 29**

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 # 30**

Where do you see yourself in 5 years with your career?

**Answer:-**

Be sure to paint a clear picture of your career vision that demonstrates your aspirations and goals that are realistic. This could emphasize increased responsibility, the ability to manage people and so forth

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**Question # 31**

Describe your academic achievements?

**Answer:-**

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

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### **Question # 32**

What type of personalities do you work best with and why?

#### **Answer:-**

Think of which personalities you work best with (do you like outgoing, collaborative, personable working relationships and so forth?)

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### **Question # 33**

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 # 34**

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 # 35**

How do you define arrogance? Are you arrogant?

#### **Answer:-**

Arrogance is having an attitude of superiority beyond reason. Confidence is believing in yourself without being cocky. You should not be arrogant.

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### **Question # 36**

Why are you the best fit for this job As Data Processing Clerk?

#### **Answer:-**

Analyze the job responsibilities and match those to your skills sets. Then discuss how your experience and skills sets can truly create the best impact to the company in that specific job role. Impact could mean marketing impressions, sales, cutting costs, making products more efficiently, creating better customer service, engineering new designs that create customer excitement, etc.

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### **Question # 37**

What is the most important lesson / skill you've learned from school?

#### **Answer:-**

Think of lessons learned in extra curricular activities, in clubs, in classes that had a profound impact on your personal development. For example, I had to lead a team of 5 people on a school project and learned to get people with drastically different personalities to work together as a team to achieve our objective.

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### **Question # 38**

How did you find out about this job As Data Processing 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 # 39**

What are your thoughts on failure?

#### **Answer:-**

Failure happens. It's a part of life. The key is understanding that you can't be perfect at everything and more importantly you're going to learn from failures to come out stronger.

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### **Question # 40**

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



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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 # 41**

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 # 42**

How do you imagine a typical day of an employee in our company As Data Processing Clerk?

**Answer:-**

Just do not say that you imagine to only walk and watch what people do. Rather try to show them your attention to details and proactive attitude to job. Mention that you would try to observe the problems, weaknesses as well as opportunities to improve the results and take measures according to it.

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### **Question # 43**

How would you describe your approach to Data Processing Clerk?

**Answer:-**

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

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### **Question # 44**

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 # 45**

How would you be an asset to us As Data Processing Clerk?

**Answer:-**

Think again about the job specification and the skills needed for this role As Data Processing Clerk. Have a paragraph prepared highlighting how you will be able to do the job and what you can bring to the team. It goes without saying that this paragraph should be positive.

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### **Question # 46**

How do you handle your anger?

**Answer:-**

I don't get angry very easily but in the rare occasion that I do, I hold it in and act as though nothing is wrong.

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### **Question # 47**

What types of books or magazines do you typically read?

**Answer:-**

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

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### **Question # 48**

How do you stay up to date with industry?

**Answer:-**

Discuss how you stay up to date by reading industry specific sites, magazines, and Google / yahoo news. Also make sure you stay up to date by reading the current news on the company's website.

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### **Question # 49**

How will you approach learning this "new" job As Data Processing Clerk?

**Answer:-**



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Interview peers and leaders/managers, read industry news, practice the skill sets needed, absorb information on the job as much as possible.

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### **Question # 50**

Explain me about a challenge or conflict you've faced at work As Data Processing Clerk, 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 # 51**

What is your greatest failure As Data Processing 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 # 52**

How well do you know this industry?

#### **Answer:-**

Two things businesses need to pay attention to in their industries are what their competition is doing and the customers. You may not always agree with your competitors but it is important to be aware of what changes they are making. Very well. I have been in the industry for over 6 years.

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### **Question # 53**

Are you aggressive?

#### **Answer:-**

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

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### **Question # 54**

How would you go about establishing your credibility quickly As Data Processing Clerk with the team?

#### **Answer:-**

Fully understand my responsibilities, work hard and exceed expectations, learn as much as possible, help others as much as possible, understand what my teammates' goals and needs are, be on time, and gain a mentor.

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### **Question # 55**

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 # 56**

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 # 57**

What were the responsibilities of your last position As Data Processing Clerk?

#### **Answer:-**

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





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### Question # 58

Describe a typical work week for this position As Data Processing Clerk?

#### 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 Data Processing Clerk 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 # 59

How would you rate your communication and interpersonal skills for this job As Data Processing 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 # 60

How would you define success?

#### Answer:-

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

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### Question # 61

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 # 62

How do you plan to go by an example for your subordinates?

#### Answer:-

Sticking to the rules by yourself, working hard and not mind participating on basic tasks is a good answer.

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### Question # 63

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 # 64

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 As Data Processing Clerk. 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 # 65

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 # 66

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 # 67**

How much do you expect to get paid As Data Processing Clerk?

**Answer:-**

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

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**Question # 68**

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 # 69**

What do you know about this department?

**Answer:-**

One good way to find out about the department is to try to "informally" interview the existing employees over coffee (outside of the office) if possible. It's hard if you don't have any connections there, but if you do a great way to learn about it. Other than that, it's often hard to learn about the department so you can turn the table back on them by asking questions to learn about it.

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**Question # 70**

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 # 71**

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 # 72**

What types of personalities do you work with best?

**Answer:-**

In the past, I have found it difficult to work with others who see themselves as better than others, who can take criticism, and who refuse to work with others. I have found it challenging to work with them b/c I am a team oriented person who feels the importance of working together over the needs of the individual especially in a learning environment.

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**Question # 73**

What aspect of supervision do you find the most difficult?

**Answer:-**

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

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**Question # 74**

What techniques and tools do you use to keep yourself organized As Data Processing Clerk?

**Answer:-**

Utilizing a calendar, having a notebook with your "to do" list, focusing on your top 3 priorities each and every day, utilizing a systematic way of storing documents on your computer (like box.net)

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**Question # 75**



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 # 76**

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 # 77**

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

**Answer:-**

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

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**Question # 78**

What is your desired salary As Data Processing 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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