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# **ESL Instructor Job Interview Preparation Guide.**

### Question # 1

You notice there are too many non productive internal meetings being held, what do you do?

### Anewor-

Reach out to your boss and let him know that first you value his leadership and organization but that you are being overwhelmed with the amount of non productive internal meetings.

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### Question # 2

What is your greatest achievement outside of work As ESL Instructor?

### 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 #3

Basic 15 Interview Questions that Test Communication Skills As ESL Instructor:

# Answer:-

For most jobs, communication skills As ESL Instructor 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 ESL Instructor?
- 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 ESL Instructor?
- 13. Tell me about a time you had to relay bad news to a client or colleague.
- 14. Rate your communication skills on a scale of 1 to 10. Give examples of experiences that demonstrate the rating is accurate.
- 15. How have you handled working under someone you felt was not good at communicating?

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# Question # 4

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 ESL Instructor, such as your strong work ethic or your willingness to pitch in on other projects when needed

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# Question # 5

What have you done to improve yourself in the last year As ESL Instructor?

# Answer:

Discuss how you've improved yourself through work experiences, books you've read, classes, club(s) / extracurricular activities and describe the process on how it's



happened. For example: I've improved my presentation skills tremendously because I've had to do 2 presentations this year for my communications class.

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### Question #6

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 #7

Top 12 Best Brainteaser Interview Questions:

### Answer:-

Brainteaser questions As ESL Instructor have become popular for interviews in recent years, as word has gotten out that top tech companies such as Apple, Google, Microsoft and IBM have used this type of question at one time or another.

Companies like Google aren't using these questions so much any more, but many companies, are, and it may be good to prepare for them As ESL Instructor. The key to these isn't so much getting the exact answer, as it is showing how you would come up with an answer.

Here's a sample of 12 of the best and most difficult.

- 1. How many street lights are there in New York City?
- 2. How many gas stations are there in the United States?
- 3. How many golf balls can fit in a school bus?
- 4. How much should you charge to wash all the windows in Seattle?
- 5. Why are manhole covers round?
- 6. How many times a day does a clock's hands overlap?
- 7. How would you test a calculator?
- 8. Describe the internet to someone who just woke up from a 30-year coma.
- 9. How much does the Starbucks in Times Square bring in, in annual revenue?
- 10. You are shrunk to the height of a nickel and thrown into a blender. Your mass is reduced so that your density is the same as usual. The blades start moving in 60 seconds. What do you do?
- 11. What is the air speed velocity of an unladen swallow?;)
- 12. How many golf balls are there in Florida?

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# Question #8

What can you offer us that someone else can not?

# Answer:-

Bad Answer: Going negative - if the candidate starts trash talking other candidates, it's a sure sign of a bad attitude. Also, if they can't provide a solid answer, it may show that they lack thorough knowledge of the skills the job requires, and an understanding of where they fit in.

Good answer: The candidate can name specific skills, abilities or understandings they have that apply directly to the job that other candidates are unlikely to have, or are in short supply.

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# Question #9

Why was there a gap in your employment As ESL Instructor?

# Answer:-

If you were unemployed for a period of time, be direct and to the point about what you've been up to (and hopefully, that's a litany of impressive volunteer and other mind-enriching activities, like blogging or taking classes). Then, steer the conversation toward how you will do the job and contribute to the organization: "I decided to take a break at the time, but today I'm ready to contribute to this organization in the following ways."

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# Question # 10

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 # 11

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 # 12

Tell me about the most fun you have had on the job?



### Answer:-

When answering this question, discuss situations where you completed tasks benefitting your previous employers.

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### Question #13

What would you do if you won the lottery?

### Answer-

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

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### Question # 14

What qualities do you look for in a boss?

### Answer:-

Remain optimistic and do not be too specific. Good attributes include moral character, honesty, and intelligence since managers usually believe they possess these qualities.

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### Question # 15

How do you rate yourself in computer skills? Please describe the programs and software that you can use well?

### Answer:-

Ideally you want to able to type quickly, have the ability to effectively use Microsoft Office, and more importantly be able to quickly adapt to computer / technology skills. More and more it's become an integral part of work. If the job doesn't require technology skills - then this question shouldn't be asked!

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### Question # 16

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 # 17

Who has been an inspiration for you?

# Answer:

Cite your role models (possible examples could be your parents, people successful in the industry, world leaders, etc)

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# Question # 18

If you could do it all over again, how would you plan your academic studies differently?

# Answer:-

Whatever you do, just don't act bitter. A lot of times we wish we could change the past, but focus on the positive reasons and results of the decisions you already made.

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# Question # 19

Tell us something about yourself?

# Answer:-

Bad Answer: Candidates who ramble on about themselves without regard for information that will actually help the interviewer make a decision, or candidates who actually provide information showing they are unfit for the job.

Good answer: An answer that gives the interviewer a glimpse of the candidate's personality, without veering away from providing information that relates to the job. Answers should be positive, and not generic.

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# Question # 20

What are the goals you've set for yourself?

# Answer:

You could discuss your goals with regards to these categories: Career goals, impact you want to leave on society, financial goals, academic goals, charitable goals.

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# Question # 21

What do you already know about our company?



### Answer:-

Good reputation of a large home grown company that has various departments and product.

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### Question # 22

What role do you see technology playing in this role?

### Answer-

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 # 23

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 # 24

What do you know about our competition?

### Answer:-

Make sure you do your research on their competitors. You can find this by going to yahoo finance and click on their competitors (if they are public). From there research the news on them and go to their websites to understand their positioning on solutions and vision. You can also research local regional companies that are their competition (if it's a smaller private company on a regional scale) by simply typing in similar product offerings in the Google search followed by the city. Make sure you know their competitor's vision, products, culture, and how they are differentiated against their competition (and if they're not, how they could be)

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# Question # 25

How important is a positive attitude to you?

### Answer:-

Incredibly important. I believe a positive attitude is the foundation of being successful - it's contagious in the workplace, with our customers, and ultimately it's the difference maker.

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# Question # 26

Have you ever been fired and if yes, why?

# Answer:-

Answer this as positively as possible and try to avoid disparaging the company you had previously worked for. The key is to accept the fact that yes, you were fired, but you've learned from the mistakes that got you there and you're better now because of it. If you haven't been fired, well, then this question's a piece of cake isn't it?

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# Question # 27

What is your biggest regret to date and why?

# Answer:-

Describe honestly the regretful action / situation you were in but then discuss how you proactively fixed / improved it and how that helped you to improve as a person/worker.

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# Question # 28

Suppose there are three light switches outside a room. Inside is a single light bulb, controlled by one of the three switches. You need to determine which switch operates the bulb. You can turn the switches on and off as many times as you wish (they are all off to begin with), but may only enter the room once. There is no one there to help you. The door to the room is closed, and there are no windows, so you cannot see inside. How can you discover which switch operates the bulb?

# Answer:-

Do the following steps:

- \* 1. Turn ON two switches, and leave one OFF.
- \* 2. Wait a few minutes.
- \* 3. Turn one switch from ON to OFF. One is now ON and two are OFF
- \* 4. Enter the room. If the light is ON, it is controlled by the switch you left ON. If the light bulb is OFF, touch it. If it is warm it is controlled by the switch you turned ON and OFF. If it is cold, it is controlled by the switch you never turned on.

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# Question # 29

How do you continue learning on a daily basis? Why is continuous improvement necessary As ESL Instructor?



### Answer:-

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

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### Question #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

How do you take "No" for an answer?

### Answer.

You want to be persistent enough to understand why someone is saying no so that you could potentially convince them otherwise with a sound reason. However, if they are still saying "no" to you, then you need to humbly accept their position and move on.

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### Question #32

Are You a 'People' Person?

### Answer:-

Although it may be phrased a little differently, the gist of this question is clear:

Do you like being around people? If you don't, being a medical assistant isn't a good fit for you. After all, you'll be working directly with patients throughout the day. It helps a lot if you sincerely like interacting with them. While answering this question, make sure to mention that you like helping people too. This will drive home the point that you are a talented medical assistant and would be a valuable part of the team As ESL Instructor.

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### Question # 33

What do you consider to be your weaknesses?

### Answer:

What your interviewer is really trying to do with this question-beyond identifying any major red flags-is to gauge your self-awareness and honesty. So, "I can't meet a deadline to save my life As ESL Instructor" is not an option-but neither is "Nothing! I'm perfect!" Strike a balance by thinking of something that you struggle with but that you're working to improve. For example, maybe you've never been strong at public speaking, but you've recently volunteered to run meetings to help you be more comfortable when addressing a crowd.

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# Question # 34

Describe to me a time where you had to make a hard decision As ESL Instructor?

# Answer:-

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

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# Question # 35

Why are you the best fit for this job As ESL Instructor?

# 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 #36

How would you be an asset to us As ESL Instructor?

# Answer-

Think again about the job specification and the skills needed for this role As ESL Instructor. 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 # 37

If selected for this position As ESL Instructor, 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 #38

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 # 39

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 # 40

Do you value recognition or pay more? Why?

### Answer:-

Either preference is fine, but just remember you have to be able to explain why. If you say recognition, then back that up by describing how achievement really carries weight with you and how you like to feel valued in the work that you do because it validates that you're helping your teammates / customers and so forth. If you choose money, you can also explain that is important to you as validation and you can highlight how money is important to you because of your goals (financial security, providing for your family, and so forth). The key is to be authentic with your answer. However, if you say you value pay more because you're greedy - know that doesn't align usually to most company's values/vision.

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### Question #41

Describe to me the position As ESL Instructor 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 # 42

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 #43

What is your greatest weakness As ESL Instructor? What are you doing to improve it?

# Answer:

I believe my biggest weakness As ESL Instructor is wanting to help anyone I can help. What I mean is I am willing to take on task that are not my job. I want to learn all I can. However, that has helped me get promoted or even asked to help in times of need in other department. I have been know as the "go to person" when help is needed.

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# Question # 44

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 # 45

How much time do you need to join the organization As ESL Instructor?

# Answer:

You should be able to join it right away, barring plans you've already made (family travel, vacation, other obligations). The key is to simply be open in communication of what's already committed on your schedule. Most companies are accommodating. If they are not, weight the importance of joining that company vs. your plans.

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# Question # 46

What features of your previous jobs have you disliked?



### Answer:-

It's easy to talk about what you liked about your job in an interview, but you need to be careful when responding to questions about the downsides of your last position. When you're asked at a job interview about what you didn't like about your previous job, try not to be too negative. You don't want the interviewer to think that you'll speak negatively about this job or the company should you eventually decide to move on after they have hired you.

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### Question # 47

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 ESL Instructor. 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 # 48

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 # 49

What do you think is your greatest weakness?

### Answer:-

Don't say anything that could eliminate you from consideration for the job. For instance, "I'm slow in adapting to change" is not a wise answer, since change is par for the course in most work environments. Avoid calling attention to any weakness that's one of the critical qualities the hiring manager is looking for. And don't try the old "I'm a workaholic," or "I'm a perfectionist.

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### Question #50

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 # 51

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

# Answer:

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

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# Question #52

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 # 53

How would you motivate your team members to produce the best possible results?

# Answer:-

Trying to create competitive atmosphere, trying to motivate the team as a whole, organizing team building activities, building good relationships amongst people.

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# Question # 54

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 # 55



Describe a typical work week for this position As ESL Instructor?

### 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 ESL Instructor 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 #56

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 # 57

Why do you want to work As ESL Instructor for this organisation?

### Answer:-

Being unfamiliar with the organisation will spoil your chances with 75% of interviewers, according to one survey, so take this chance to show you have done your preparation and know the company inside and out. You will now have the chance to demonstrate that you've done your research, so reply mentioning all the positive things you have found out about the organisation and its sector etc. This means you'll have an enjoyable work environment and stability of employment etc everything that brings out the best in you.

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### Question # 58

What is your desired salary As ESL Instructor?

# 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

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 # 60

What techniques and tools do you use to keep yourself organized As ESL Instructor?

# 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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- 1: <u>Training Coordinator Frequently Asked Interview Questions and Answers Guide.</u>
- 2 : Volunteer Coordinator Frequently Asked Interview Questions and Answers Guide.
- 3: <u>Technical Trainer Frequently Asked Interview Questions and Answers Guide.</u>

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