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Electronic Data Processing EDP Manager Job Interview Preparation Guide.

Question #1

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 # 2

Are you willing to work in shifts?

If the job calls for shifts that vary, be ready to do that for your work. If you aren't open to that, then explain why and see if they can adjust it for you.

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Question #3

Explain yourself in one line?

When you respond, keep in mind the type of position you are interviewing for like Electronic Data Processing EDP Manager based job, the company culture, and the work environment. Your answer should help show the interviewer why you're a match for the job and for the company. Sample answers are:

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

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Question #4

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 # 5

What would you like to avoid completely in your next job Regarding Electronic Data Processing EDP Manager?

Bad business ethics, teammates / managers that are disrespectful / inconsiderate. But of course, this job wouldn't have things like this right?

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If you were given more initiatives than you could handle, what would you do?

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 #7

Tell me about a time when you successfully handled a situation?

Answer:

For this question, the interviewer wants to know what you do in a situation that doesn't have a clear answer. This will help the interviewer know how you respond to unforeseen challenges.

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Question #8

What position do you prefer on a team working on a project?

Answer.

Do not claim to be comfortable with a specific role if you in are in fact not comfortable with it. However, if you have no problem working in certain roles or situations, be sure to discuss this with the interviewer.

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Question #9

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 # 10

What is your typical way of dealing with conflict? Give me an example?

Anewor-

First, find out what the root of the problem is. Second, determine the best steps to remediation with the best possible outcome. Third, take action to put remediation plans in place.

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Question # 11

Tell me a difficult situation you have overcome in the workplace?

Answer:-

Conflict resolution, problem solving, communication and coping under pressure are transferable skills desired by many employers Regarding Electronic Data Processing EDP Manager.

Answering this question right can help you demonstrate all of these traits.

- * Use real-life examples from your previous roles that you are comfortable explaining
- * Choose an example that demonstrates the role you played in resolving the situation clearly
- * Remain professional at all times you need to demonstrate that you can keep a cool head and know how to communicate with people

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Question # 12

Name five characteristics that describe you?

Answer:-

Here are a few you could choose from:

Hard working, strong willed, persistent, intelligent, adept, amicable, friendly, collaborative, eager, humble.

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Question # 13

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 # 14

In your last job what kinds of pressure did you encounter and how did you react Regarding Electronic Data Processing EDP Manager?

Answer:

Do not show your fear or uneasiness in handling pressure. Everyone likes to have a worker who can handle pressure calmly and with a clear train of thought. Show how you would logically come to a conclusion in a pressure filled situation.

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Question # 15



What specific steps do you utilize in solving workplace problems?

Answer:

Analyze the problem Regarding Electronic Data Processing EDP Manager. Discuss possible remedies and resulting outcomes. Decide on the remedy and track results. Re-visit problem if it's not resolved.

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Question # 16

Top 13 Situational Interview Questions Regarding Electronic Data Processing EDP Manager:

Answer-

Situational interviews Regarding Electronic Data Processing EDP Manager are similar to behavioral interview questions - but they are focused on the future, and ask hypothetical questions, whereas behavioral interview questions look at the past.

The advantage is that employers can put all candidates in the same hypothetical situations, and compare their answers.

- 1. What would you do if you made a strong recommendation in a meeting, but your colleagues decided against it?
- 2. How you would handle it if your team resisted a new idea or policy you introduced?
- 3. How would you handle it if the priorities for a project you were working on were suddenly changed?
- 4. What would you do if the work of an employee you managed didn't meet expectations?
- 5. What would you do if an important task was not up to standard, but the deadline to complete it had passed?
- 6. What steps would you take to make an important decision on the job Regarding Electronic Data Processing EDP Manager?
- 7. How would you handle a colleague you were unable to form a positive relationship with?
- 8. What would you do if you disagreed with the way a manager wanted you to handle a problem?
- 9. What would you do if you were assigned to work with a difficult client Regarding Electronic Data Processing EDP Manager?
- 10. What would you do if you worked hard on a solution to a problem, and your solution was criticized by your team?
- 11. How would you handle working closely with a colleague who was very different from you?
- 12. You're working on a key project that you can't complete, because you're waiting on work from a colleague. What do you do?
- 13. You realize that an early mistake in a project is going to put you behind deadline. What do you do?

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Question #17

What critical component of this position Regarding Electronic Data Processing EDP Manager makes the work challenging?

Answer:-

Heading information: This should include job title, pay grade or range, reporting relationship (by position, not individual), hours or shifts, and the likelihood of overtime or weekend work.

Summary objective of the job: List the general responsibilities and descriptions of key tasks and their purpose, relationships with customers, coworkers, and others, and the results expected of incumbent employees.

Qualifications: State the education, experience, training, and technical skills necessary for entry into this job.

Special demands: This should include any extraordinary conditions applicable to the job Regarding Electronic Data Processing EDP Manager (for example, heavy lifting, exposure to temperature extremes, prolonged standing, or travel).

Job duties and responsibilities: Only two features of job responsibility are important: identifying tasks that comprise about 90 to 95 percent of the work done and listing tasks in order of the time consumed (or, sometimes, in order of importance).

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Question # 18

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 # 19

What is your biggest weakness Regarding Electronic Data Processing EDP Manager?

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 Electronic Data Processing EDP Manager 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 # 20

Top 17 Behavioral Interview Questions Regarding Electronic Data Processing EDP Manager:

Answer:-

Behavioral interviews Regarding Electronic Data Processing EDP Manager 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 Electronic Data Processing EDP Manager?
- 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 Electronic Data Processing EDP Manager?
- 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 # 21

How did you handle meeting a tight deadline Regarding Electronic Data Processing EDP Manager?

Answer:

Review every deadline you need to meet. Prioritize your projects by deadline and factor in how important each project is. Record your deadlines on a digital calendar or spreadsheet.

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Question # 22

What is your greatest achievement outside of work Regarding Electronic Data Processing EDP Manager?

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 # 23

Tell me about a problem that you've solved in a unique or unusual way. What was the outcome? Were you happy or satisfied with it?

Answer-

In this question the interviewer is basically looking for a real life example of how you used creativity to solve a problem.

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Question # 24

If you had enough money to retire would you?

Answer:

Just be honest. If you would retire then say so. But since you can't retire, and the interviewer already knows this, simply answer that since you can't this is type of work you prefer doing. However, if you wouldn't retire if you had the money then explain why. Work is an important element of happiness for most people and many won't retire even when they can.

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Question # 25

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 # 26

Tell me about the last time you missed a goal or deadline?

Answer-

Unless you're a completely perfect person, chances are you've messed up before on a goal/deadline. If so, discuss how you fell short and what you would have done in retrospect to achieve it.

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Question # 27

Describe your vision of your perfect dream job?

Answer-

Ideally, the role you're applying for either is that dream job or will help you get to it. If it's going to help you get there, describe the elements of that job role that you are passionate about so that it ties to the vision of what your dream job is. Be honest and talk about the type of work environment, management team / leadership, coworkers, culture, vision and products/services you'd like your dream job to entail.

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Question # 28

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 # 29

Can you perform Internet research? Please describe to me your steps in doing so?

Answer.

Internet research can entail Google searches, industry sites, news articles, social networks and company websites.

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Question #30

Describe to me a time where you had to make a hard decision Regarding Electronic Data Processing EDP Manager?

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 #31

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

Answer:-

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

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Question # 32

Why should we give you this job Regarding Electronic Data Processing EDP Manager when someone else is equally qualified?

Answer:

Describe how you're unique, but make sure you tie it to the job responsibilities and how you would impact the company. For example, "I believe my unique programming skills and experience in developing over 18 best selling iphone apps will help the company develop high quality applications faster than my competitors"

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Question # 33

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 # 34

What are your salary requirements Regarding Electronic Data Processing EDP Manager?

Answer:

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

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Question # 35

What have you done to prepare yourself to be a supervisor?

Answer:

- 1. Learn from current supervisors (best practices)
- 2. Mentor others
- 3. Be exceptionally good at your current job so that it builds your credibility
- 4. Have a high emotional IQ

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Question # 36

How do you feel about taking no for an answer?

Answer:

It's good to be persistent, but not overbearing. Everyone will face rejection at some point in their life, so at some point you'll have to take no for an answer but then learn why you were turned down.



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Question #37

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 #38

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 #39

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 # 40

Would you describe yourself as more analytical or interpersonal?

Answer-

If you answer either, just make sure you explain why. For example, "I would consider myself to be more analytical because I'm good at examining a data set and then understanding how to interpret it in a business environment." or "I'm more of interpersonal person because I enjoy working and collaborating with my teammates and clients"

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Question # 41

What types of situations do you consider "unfixable"?

Answer:

Most situations are "fixable" - the ones that are not are typically related to business ethics (someone is cheating the company, someone is stealing, etc)

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Question # 42

Describe yourself in three words?

Answer:-

Pick three adjectives but then back up each with a real life story that demonstrates those characteristics.

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Question # 43

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 # 44

What is your greatest failure Regarding Electronic Data Processing EDP Manager, 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 # 45

How would you feel about working for someone who knows less than you Regarding Electronic Data Processing EDP Manager?



Answer:-

The reality is, the majority of the time someone is in a management/leadership position is because of their experience and past success. So they probably possess at least a unique set of knowledge from you. So you'll want to learn from them as much as possible. If it's not the case, then discuss how you would look for mentors in different departments to help your personal career development.

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Question # 46

What is your ideal working environment?

Answer:-

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

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Question # 47

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 # 48

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 # 49

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 Electronic Data Processing EDP Manager?" 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 #50

What do you aspire to be?

Answer:-

Discuss your aspirations for the near, immediate and long term. You want to show them you are thinking of making an impact now as well as the future.

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Question # 51

What were the responsibilities of your last position Regarding Electronic Data Processing EDP Manager?

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 # 52

What is your desired salary Regarding Electronic Data Processing EDP Manager?

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 # 53

Where do you see yourself professionally five years from now Regarding Electronic Data Processing EDP Manager?

Answer:-

Demonstrate both loyalty and ambition in the answer to this question. After sharing your personal ambition, it may be a good time to ask the interviewer if your ambitions match those of the company.

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Question # 54

Why should the we hire you as this position Regarding Electronic Data Processing EDP Manager?

Answer-

This is the part where you link your skills, experience, education and your personality to the job itself. This is why you need to be utterly familiar with the job description as well as the company culture. Remember though, it's best to back them up with actual examples of say, how you are a good team player.

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Question #55

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

Answer:-

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

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Question # 56

How do you ensure all of your work gets accomplished in a productive manner?

Answer-

The key is to prioritize what's important in your work and to stay organized to accomplish the tasks. A strong work ethic also helps.

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Question # 57

Have you got any questions?

Answer:-

This is your final opportunity to persuade the interviewer that you are the right candidate for the job. Now is not the time to ask questions about holidays, pay or pensions - all these things can be asked later when you get an offer of employment. Now is the time to ask about any reservations that the interviewer may have about your suitability for the role. You will then give yourself one last chance to persuade the interviewer that you are the right candidate for the job.

Example Thank you. I think we have covered everything. Before we finish the interview I would like to take the opportunity to ask if you have any reservations about my suitability for this role?

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Question # 58

Explain me about your experience working in this field Regarding Electronic Data Processing EDP Manager?

Answer:-

I am dedicated, hardworking and great team player for the common goal of the company I work with. I am fast learner and quickly adopt to fast pace and dynamic area. I am well organized, detail oriented and punctual person.

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Question # 59

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 # 60

What do you think we could do better or differently?

Answer:-

This is a common one at startups. Hiring managers want to know that you not only have some background on the company, but that you're able to think critically about it and come to the table with new ideas. So, come with new ideas! What new features would you love to see? How could the company increase conversions? How could customer service be improved? You don't need to have the company's four-year strategy figured out, but do share your thoughts, and more importantly, show how your interests and expertise would lend themselves to the job.

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Question #61

What does quality work mean to you?

Answer-

Quality work to be is about doing work to the require or set standard, which is very important when it comes to warehouse operations.

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Question # 62

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 #63

How would you observe the level of motivation of your subordinates?

Answer:-

Choosing the right metrics and comparing productivity of everyone on daily basis is a good answer, doesn't matter in which company you apply for a supervisory role.

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Question # 64

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 #65

How do you decide what to delegate and to whom?

Answer:-

Identify the strengths of your team members and their availability based on the priorities they have on their plate. From there, invest the tasks upon each member based on where you think you'll get the best return.

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Question #66

What general trends do you see in our industry?

Answer-

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

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Question # 67

Do you think a leader should be feared or liked?

Answer:

Liked. You want to work harder for people that inspire and motivate you. Fear only lasts for so long.

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Question # 68

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 Electronic Data Processing EDP Manager. 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 #69

When was the last time something upset you at work? What did you do?

Answer-

Almost everyone has an emotional moment related to work at some point - you're not alone. The key is to learn why you reacted that way and to focus not on the problem but HOW to resolve it. Another key component is to be aware of your emotional response so that you can learn to control it in the future in a calm way.

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Question # 70

Do you like to start personal relationships with other employees?

Answer:-

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.

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Question # 71

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 #72

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 #73

What kind of salary do you need Regarding Electronic Data Processing EDP Manager?

Answer:-

This is a loaded question and a nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, that's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

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Question #74

How much do you expect to get paid Regarding Electronic Data Processing EDP Manager?

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 #75

What's your salary history?

Answer:-

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

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Data Structure Most Popular Interview Topics.

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