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# Head of Occupational Therapy Job Interview Preparation Guide.

### Question #1

Why do you think you'll do well at this job?

### Answer:-

Provide several reasons including skills, experience and interest. If you can show how you've been successful in a similar career field or job position that will go along way to helping the interviewer believe you'll also be successful at this new job.

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### Question # 2

What is your greatest professional achievement?

### Answer:-

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Head of Occupational Therapy, so don't be shy when answering this interview question! A great way to do so is by using the S-T-A-R method: Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., "In my last job as a Head of Occupational Therapy, it was my role to manage the invoicing process"), but spend the bulk of your time describing what you actually did (the action) and what you achieved (the result). For example, "In one month, I streamlined the process, which saved my group 10 man-hours each month and reduced errors on invoices by 25%."

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# Question #3

Give me a specific example of a time when you had to conform to a policy with which you did not agree?

# Answer:

You want to first understand why the policy was put into effect. From there, if you truly disagree with it, explain your position to your management. If they don't change it, then you must accept their decision and continue to work or the alternative decision would be to find a new job.

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# Question # 4

What do you think about Teamwork?

# Answer:-

I enjoy teamwork and am used to shift work. I think I would adapt well to the role. I am looking for new challenges As Head of Occupational Therapy and I know I would learn a lot as cabin crew, not just about people and places, but skills like first aid too, how can I help others with in my limits.

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# Question # 5

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 # 6

Tell us about a typical day at work. How does it start? What do you do?

# Answer:-

At the beginning of each day, I inspect the work site to make sure that it is hazard-free. Once the work site is secured, I verify that all tools and equipment are adequate in supply. As soon as the work orders are delivered, I provide workers with security guidelines and carry out drills. During the workday, it is my duty to monitor workers to ensure that they are working according to the enforced safety policies and that any problems or accidents are quickly addressed.



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### Question #7

How much are you willing to sacrifice to be successful at work As Head of Occupational Therapy?

### Answer:

With anything comes sacrifice. The questions is how much of it are you willing to sacrifice with regards to work life balance, stress, etc?

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### Question # 8

How do you handle confidentiality in your work?

# Answer:-

Often, interviewers will ask questions to find out the level of technical knowledge As Head of Occupational Therapy that a candidate has concerning the duties of a care assistant. In a question such as this, there is an opportunity to demonstrate professional knowledge and awareness. The confidentiality of a person's medical records is an important factor for a care assistant to bear in mind.

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### Question # 9

Describe a time when you put your needs aside to help a co-worker understand a task. How did you assist them? What was the result?

### Answer:

The key is to show that the mentoring of a co-worker was first a higher priority than the task you had at hand (remember, you want to show that you focus on highest priority tasks first). Then, describe in detail how you helped them not only complete the task but learn to do it on their own. You want to teach them HOW to fish and not to simply fish for them.

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### Question # 10

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 # 11

Do you consider yourself successful?

# Answer:-

You should always answer yes to this question. Briefly explain why without going on and on. If you communicate that you're more successful than you really are you may come off as arrogant or unrealistic. A goof explanation is that you have set professional goals and that you have met some of these goals and are on track to meet more in the near future.

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# Question # 12

What education or training have you had that makes you fit for this profession As Head of Occupational Therapy?

# 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 # 13

Why was there a gap in your employment As Head of Occupational Therapy?

# 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 # 14

How long do you want to work for us if we hire you?

# Answer:

Here being specific is probably not the best approach. You may consider responding, "I hope a very long time." Or "As long as we're both happy with my performance."

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### Question #15

Do you ever take work home with you?

### Answer-

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

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

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### Question # 16

What do you consider to be your greatest achievement so far and why?

### Answer.

Be proud of your achievement, discuss the results, and explain why you feel most proud of this one. Was it the extra work? Was it the leadership you exhibited? Was it the impact it had?

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### Question #17

What are your weaknesses for Head of Occupational Therapy position?

### Answer:-

Try not to be too critical when answering this question. Instead, pick one of your weaknesses and try to turn it into a positive.

For example, you could be a perfectionist, which means that you sometimes take longer on tasks, but you make sure that they are completed to a high quality. It is important to make a negative into a positive as it doesn't make you appear overly critical and shows you can reflect on your own performance.

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### Question # 18

Can you explain why you changed career paths As Head of Occupational Therapy?

### Answer:

Don't be thrown off by this question-just take a deep breath and explain to the hiring manager why you've made the career decisions As Head of Occupational Therapy you have. More importantly, give a few examples of how your past experience is transferable to the new role. This doesn't have to be a direct connection; in fact, it's often more impressive when a candidate can make seemingly irrelevant experience seem very relevant to the role.

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# Question # 19

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

# Answer:-

First prioritize the important activities that impact the business most. Then discuss the issue of having too many initiatives with the boss so that it can be offloaded. Work harder to get the initiatives done.

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# Question # 20

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

# Answer:-

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 # 21

Have you ever been caught stealing, or better yet, have you ever stole anything?

# Answer:-

I guess everyone takes a pen or paper or little things like that. But other than that, NO. I have never stole from my employers or better yet As Head of Occupational Therapy, from anyone.

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# Question # 22

Do you think you are overqualified for this position As Head of Occupational Therapy?

# Answer:

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

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# Question # 23

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 # 24

Explain a time when you did not get along with your coworker?

### Answer:

I used to lock heads with a fellows. We disagreed over a lot of things - from the care of civilians to who got what shifts to how to speak with a victim's family. Our personalities just didn't mesh. After three months of arguing, I pulled her aside and asked her to lunch. At lunch, we talked about our differences and why we weren't getting along. It turns out, it was all about communication. We communicated differently and once we knew that, we began to work well together. I really believe that talking a problem through with someone can help solve any issue.

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### Question # 25

How would you impact the company?

### Answer-

Consider first the role that you're applying for and then think of 3 ways where you could potentially impact the company's bottom line and top line. Then consider how you impact the company in a creative manner (how do you help productivity, the development of new products, marketing etc - of course this part is specific to the role you're applying for)

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### Question # 26

What does "collaboration with teammates" mean to you?

### Answer:-

Drinking at the water cooler together is not the best example. Think of how you can collaborate with teammates to generate new ideas, to create initiatives to impact the business' success for the better (specifically in the department that you're applying for). For example, if you're applying to marketing, collaboration could mean discussing new ways of social media advertising to reach an audience of over a million people to strengthen the brand awareness of the company.

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### Question # 27

Why were you fired?

# Answer:

OK, if you get the admittedly much tougher follow-up question as to why you were let go (and the truth isn't exactly pretty), your best bet is to be honest (the job-seeking world is small, after all). But it doesn't have to be a deal-breaker. Share how you've grown and how you approach your job and life now as a result. If you can position the learning experience as an advantage for this next job, even better.

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# Question # 28

What type of extracurricular activities are you a part of?

# Answer:-

Discuss the clubs / activities you were in, share a personal story about why you enjoyed it and then describe how it's helped shape you to be who you are today. For example, I enjoyed rock climbing because it taught me the value of practicing hard at a sport to become skilled in it. I bring this same diligence to my work approach today as well.

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# Question # 29

Why are you leaving the present company?

# Answer:-

According to me we can not grow in the field without taking more responsibilities and risks and also we can't enhance our team leading capabilities, managerial skills without expose to wide range of people.

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# Question # 30

What was the most difficult employee situation you found yourself As Head of Occupational Therapy? How did you overcome the problem?

# Answer:

One of employees was conflicting with other and colleague who was prove his was wrong hi denied and was invite union to defend him but we have prove his wrong and I was facing disciplinary action.

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# Question # 31

What does success mean to you?

# Answer:-



I am punctual, I always have excellent attendance on any job As Head of Occupational Therapy, I have a keen eye for both large and small details, and I am always finding ways to improve a process and shorten the length of time it takes to complete a project.

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### Question # 32

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 #33

What have you done to reduce costs, increase revenue, or save time?

### Answer:-

Even if your only experience is an internship, you have likely created or streamlined a process that has contributed to the earning potential or efficiency of the practice. Choose at least one suitable example and explain how you got the idea, how you implemented the plan, and the benefits to the practice.

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### Question # 34

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 #35

Why do you want to join our company?

### Answer:

This is a question that is aimed at finding out whether you know enough about the company and the basic market. The best way to answer this question is to do some research on the company and highlight its positive points.

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# Question #36

Describe what a bad work environment would look like to you As Head of Occupational Therapy?

# Answer:-

There could be a multitude of things to discuss here: Business ethics (wrongdoing), inconsiderate teammates, non-supportive management, a product that does not do what you're promising customers and so forth.

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# Question #37

Why are manhole covers round?

# Answer:-

This is a classic brainteaser, which was reportedly first asked by a Microsoft interviewer. Here's how to ""solve"" this brainteaser (remember to speak and reason out loud while solving this brainteaser): Why are manhole covers round? Could there be a structural reason? Why aren't manhole covers square? It would make it harder to fit with a cover. You'd have to rotate it exactly the right way.

The pipes below are also round, so fitting them might be easier, as might be making them. So many manhole covers are round because they don't need to be rotated. There are no corners to deal with. Also, a round manhole cover won't fall into a hole because it was rotated the wrong way, so it's safer. Looking at this, it seems corners are a problem. You can't cut yourself on a round manhole cover. And because it's round, it can be more easily transported. One person can roll it.

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# Question # 38

If you were an animal, which one would you want to be?

# Answer:-

Seemingly random personality-test type questions like these come up in interviews generally because hiring managers want to see how you can think on your feet. There's no wrong answer here, but you'll immediately gain bonus points if your answer helps you share your strengths or personality or connect with the hiring manager. Pro tip: Come up with a stalling tactic to buy yourself some thinking time, such as saying, "Now, that is a great question. I think I would have to say... "

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# Question #39

Why should we select you not others?

# Answer:-

Here you need to give strong reasons to your interviewer to select you not others. Sell yourself to your interviewer in interview in every possible best way. You may



say like I think I am really qualified for the position. I am a hard worker and a fast learner, and though I may not have all of the qualifications that you need, I know I can learn the job and do it well."

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### Question # 40

What differentiates this company from other competitors?

### Answer:-

Be positive and nice about their competitors but also discuss how they are better than them and why they are the best choice for the customer. For example: "Company XYZ has a good product, but I truly believe your company has a 3-5 year vision for your customer that aligns to their business needs."

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# Question #41

What is your perception of taking on risk?

### Answer:-

You answer depends on the type of company you're interviewing for. If it's a start up, you need to be much more open to taking on risk. If it's a more established company, calculated risks to increase / improve the business or minimal risks would typically be more in line.

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### Question # 42

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 Head of Occupational Therapy.

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### Question # 43

How do you deal with conflict in the workplace As Head of Occupational Therapy?

### Answer:-

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

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

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# Question # 44

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

# Answer:

I would define team work as getting the job done As Head of Occupational Therapy whether that means if I have to do more then the guy next to me as long as the work gets finished.

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# Question # 45

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 # 46

Describe to me the position As Head of Occupational Therapy 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 # 47

What problems have you encountered at work?



### Answer:-

Wow, do we have problems! Where do I begin? Well, most of the problems are internal, just people not working well with each other. I have one person on our team who is a real problem, but it seems like management is afraid to do anything about it. So we all end up having to do extra work to cover for this person, who just doesn't work. We all say that he's retired in place. I think he's just holding on until retirement in a couple years. But he's a real problem. I complain about it--a lot--but nothing ever seems to get done. I've even written negative reviews about the person, hoping he will get canned, but it doesn't happen. I can't wait for him to retire.

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### Question # 48

Explain an idea that you have had and have then implemented in practice?

### Answer-

Often an interview guide will outline the so-called 'STAR' approach for answering such questions; Structure the answer as a situation, task, action, and result: what the context was, what you needed to achieve, what you did, and what the outcome was as a result of your actions.

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### Question # 49

Describe a typical work week for this position As Head of Occupational Therapy?

### 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 Head of Occupational Therapy 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 # 50

How have you changed in the last five years?

### Answer:-

All in a nutshell. But I think I've attained a level of personal comfort in many ways and although I will change even more in the next 5-6 years I'm content with the past 6 and what has come of them.

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# Question # 51

Why should the we hire you as this position As Head of Occupational Therapy?

# 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 # 52

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 #53

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 #54

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 #55

How good are you at problem solving?

### Answer:

Describe the problem first and then discuss how you were able to fix it.

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### Question #56

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 # 57

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 #58

What are your salary expectations As Head of Occupational Therapy?

### Answer:-

This question is like a loaded gun, tricky and dangerous if you're not sure what you are doing. It's not uncommon for people to end up talking salary before really selling their skills, but knowledge is power as this is a negotiation after all. Again, this is an area where doing your research will be helpful as you will have an understanding of average salary.

One approach is asking the interviewer about the salary range, but to avoid the question entirely, you can respond that money isn't a key factor and you're goal is to advance in your career. However, if you have a minimum figure in mind and you believe you're able to get it, you may find it worth trying.

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# Question #59

How do you act when you encounter competition?

# Answer:

This question is designed to see if you can rise the occasion. You want to discuss how you are the type to battle competition strongly and then you need to cite an example if possible of your past work experience where you were able to do so.

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# Question # 60

Do you work well under pressure?

# Answer:-

Yes.. When it comes down to the wire, the best thing I can to remain focused, have some flexibility, and understand priorities.. Giving them attention in the order they are needed.

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# Question # 61

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 # 62

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 # 63



How would your friends describe you?

### Answer:

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

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### Question # 64

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 #65

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

### Answer:

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

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### Question # 66

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 #67

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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# **Health Care Most Popular Interview Topics.**

- 1 : Hospital Cleaner Frequently Asked Interview Questions and Answers Guide.
- 2 : Caregiver Frequently Asked Interview Questions and Answers Guide.
- 3 : <u>Case Manager Frequently Asked Interview Questions and Answers Guide.</u>
- 4: <u>Hospice Nurse Frequently Asked Interview Questions and Answers Guide.</u>
- 5 : First Aid Frequently Asked Interview Questions and Answers Guide.
- 6: Health Unit Coordinator Frequently Asked Interview Questions and Answers Guide.
- 7: Behavioral Therapist Frequently Asked Interview Questions and Answers Guide.
- 8: Patient Care Technician Frequently Asked Interview Questions and Answers Guide.
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- 10: Paramedic Frequently Asked Interview Questions and Answers Guide.

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