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# Helper Job Interview Preparation Guide.

#### Question #1

What is more important to you money or success?

#### Answer:-

First ask yourself that question before the interview - what are your priorities? Are money and success actual one in the same goal for you? If not, what's more important based on how do you define success?

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#### Question # 2

If the company you worked for was doing something unethical or illegal, what would you do?

Report it to the leaders within the company. True leaders understand business ethics are important to the company's longevity

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## Question #3

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

Focus on the issue that impacts the business most first.

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### Question # 4

Basic 15 Interview Questions that Test Communication Skills As Helper:

## Answer:-

For most jobs, communication skills As Helper 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 Helper?
- 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 Helper?
- 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 # 5

How would your boss and co-workers describe you?

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



#### Question # 6

What kind of car do you drive?

#### Answer-

The only time this might matter is if the job requires a certain type of car because of the responsibilities. For example, if you need to load a lot of construction materials into your car, you'll probably need a truck.

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#### Question #7

Do you have any blind spots?

#### Answer:-

This question is often meant to trick candidates since acknowledgment of blind spots would indicate they were aware of them. Also, do not disclose bad habits or other personal concerns. Let the interviewer find out about your personal flaws through the course of the interview without directly stating these flaws.

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#### Question #8

What critical component of this position As Helper 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 As Helper (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 #9

Why did you leave your last job As Helper?

#### Answer-

Regardless of why you left your last job make sure to stay positive. Always smile and focus on the positive reason such you were seeking the opportunity to expand your career opportunities, your interest in working with a new firm that provided greater opportunity, you desired to work in a new location, etc. Don't reference previous job problems or differences with management that caused you to leave. If you stay positive, your answer may help you. If you're negative, you will likely decrease your chances of getting the job for which you're interviewing.

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### Question # 10

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 # 11

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 # 12

What is your philosophy towards work?

### Answer:

This is typically a straightforward question that merits a straightforward answer. Do you have strong worth ethic? Will you do whatever it takes to make sure the job gets done? Just say so in your response. Keep it short, direct and positive.

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## Question # 13

Are you able to relocate if required?

### Answer-

Be completely honest and thoughtful with this one. You don't want to wake up one to find out that you're moving to a new city or state and it may be a major factor in your eligibility for employment. But again, if you don't want to move then the job probably isn't for you.



#### Question # 14

What would you like to avoid completely in your next job As Helper?

#### Answer-

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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#### Question #15

What do you consider ethical spending on an expense account?

#### Answer-

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

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#### Question # 16

How well do you perform under pressure?

#### Answer:-

This is a fair question, as potential employers want to know if you're going to be able to get the job done even when things get a little bit stressful. You may say that you thrive under pressure or that you're able to get the job done even when things get a little bit stressful, just make sure to provide some real world examples of your ability to work under pressure in a prior job.

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#### Question # 17

What is your personal mission statement?

#### Answer:-

Is it to conquer the world? Is it to become a CEO? Is it to give back to the community? Is it to inspire others? Define your statement by stating a clear vision of how you want to make an impact on the world with your work.

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#### Question # 18

How do you keep others informed on work issues?

#### Answer:

Possible methods:

Talking to them, emailing them, sharing best practices in meetings

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### Question # 19

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

### 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 # 20

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 # 21

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 # 22

What would your previous employer say is your greatest strength?

### Answer:-

Be prepared for this question. If you have to sit and think about it it's going to appear as if you're not sure or that you've never identified your own value in the work place - not good. You don't have to have a complex response. Keep it simple and honest. For example, several possibilities could be Leadership, Problem solving ability, Initiative, Energy, Work ethic, Innovative, etc., etc.



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#### Question # 23

Tell me about yourself?

#### Answer:-

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

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#### Question # 24

What have you done to improve your knowledge As Helper in the last year?

#### Answer.

Try to include improvement activities that relate to the job As Helper. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

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#### Question # 25

What motivates you?

#### Answer:-

I've always been motivated by the challenge - in my last role, I was responsible for training our new recruits and having a 100% success rate in passing scores. I know that this job is very fast-paced and I'm more than up for the challenge. In fact, I thrive on it.

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#### Question # 26

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 # 27

What other companies are you interviewing with?

### Answer:-

Companies ask this for a number of reasons, from wanting to see what the competition is for you to sniffing out whether you're serious about the industry. "Often the best approach is to mention that you are exploring a number of other similar options in the company's industry,". It can be helpful to mention that a common characteristic of all the jobs you are applying to is the opportunity to apply some critical abilities and skills that you possess. For example, you might say 'I am applying for several positions with IT consulting firms where I can analyze client needs and translate them to development teams in order to find solutions to technology problems.'

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### Question # 28

How open are you to relocation?

### Anewor.

If you're not, then say you're not. Don't lie about it just to get the job. There's no point if you won't move for the job anyway and lying is unethical. If you are open to relocation As Helper, let them know which areas you'd be willing to relocate to.

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## Question # 29

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 #30

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 #31

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 #32

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 #33

What was the most difficult employee situation you found yourself As Helper? 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 #34

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 #35

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

### Answer:-

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

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## Question # 36

What are your presentation skills like As Helper?

### Answer:-

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

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## Question # 37

Who was your favorite manager and why?

## Answer:-

Describe the attributes you liked about your favorite manager, typically attributes discussed are: Great at coaching, inspiring, motivating, empowering, trusting, delegating, leading, etc.

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### Question #38

What makes you a good manager?

## Answer:-

Describe how you manage people, time, money and energy in the most effective manner to achieve the best return of that investment.



#### Question #39

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 # 40

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 #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

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 #43

What are you most proud of?

#### Answer:-

You should be proud of all your achievements As Helper! We just don't have time to hear them all as interviewers most likely. Focus on 1 really good achievement that showcases characteristics like the following: Integrity, competitiveness, resourcefulness, intelligence, persistence, and so forth.

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## Question # 44

Tell me an occasion when you needed to persuade someone to do something?

### Answer:

Interpersonal relationships are a very important part of being a successful care assistant. This question is seeking a solid example of how you have used powers of persuasion to achieve a positive outcome in a professional task or situation. The answer should include specific details.

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## Question #45

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 # 46

Why did you choose your major in college or tech school?

### Answer:

People usually choose their major based on their passions or the career path they want to head towards.

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## Question # 47

What motivates you to work As Helper?

### Answer:

Describe what makes you passionate about the work. It could be the company's vision, the product, your desire to succeed, the clients, your peers and so on. They key is to first understand what internally motivates you to do your job and then to emphasize that in a positive way

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## Question # 48



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

#### Answer:

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

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#### Question # 49

Where do you see yourself in five years As Helper?

#### Answer:-

If asked this question, be honest and specific about your future goals, but consider this:

A hiring manager wants to know

- \* a) if you've set realistic expectations for your career,
- \* b) if you have ambition (a.k.a., this interview isn't the first time you're considering the question), and
- \* c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines. And if the position isn't necessarily a one-way ticket to your aspirations?

It's OK to say that you're not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision.

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#### Question # 50

Describe your academic achievements?

#### Answer:-

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

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#### Question # 51

What would your first 30, 60, or 90 days look like in this role As Helper?

#### Anewer-

Start by explaining what you'd need to do to get ramped up. What information would you need? What parts of the company would you need to familiarize yourself with? What other employees would you want to sit down with? Next, choose a couple of areas where you think you can make meaningful contributions right away. (e.g., "I think a great starter project would be diving into your email marketing campaigns and setting up a tracking system for them.") Sure, if you get the job, you (or your new employer) might decide there's a better starting place, but having an answer prepared will show the interviewer where you can add immediate impact-and that you're excited to get started.

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### Question # 52

There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be?

### Answer:-

Just be honest about where you'd like to be - you never know - you may end up bonding with the interviewer with the location. However, you want to stress that you want to work out of the location that you're interviewing for.

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### Question # 53

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 # 54

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 # 55

What was the biggest professional risk you have taken and what was the outcome?

### Answer:

First discuss how you weighed the pros and cons of the risk and the results you'd believe you could achieve. Then discuss the action plan you put into place for it and outline that step by step. Then discuss the outcome and if it wasn't optimal talk about what you would do differently in hindsight.



#### Question # 56

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 # 57

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 # 58

What do you expect to be earning in 5 years As Helper?

#### Answer:-

Discuss how you expect yourself to be excellent at your job. Thus, it would be reasonable to expect pay that is based on the merit of your work.

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#### Question # 59

What type of work environment do you prefer?

#### Answer:-

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

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#### Question # 60

Do you have any question regarding this job As Helper?

#### Answer:

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

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## Question # 61

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 # 62

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 # 63

What are three positive things your last boss would say about you?

### Answer:

It's time to pull out your old performance appraisals and boss's quotes. This is a great way to brag about yourself through someone else's words: "My boss has told me that I am the best designer he has ever had. He knows he can rely on me, and he likes my sense of humor."

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## Question # 64

Where do you see yourself professionally five years from now As Helper?

### 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 #65

Tell me one thing about yourself you wouldn't want me to know?

#### Answer:

Talk about a trait that you would consider a weakness. No need to talk about your deepest darkest secrets here.

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#### Question # 66

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 # 67

What does "thinking outside the box" mean to you?

#### Answer:-

It means not doing things exactly the same way as everyone else. You've got to challenge the status quo and bring something new to the business.

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#### Question # 68

What kind of salary do you need As Helper?

#### 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 # 69

Why should the we hire you as this position As Helper?

### 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 # 70

Why do you want to work As Helper 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 # 71

Tell me about the last time you had to work with someone inside or outside of your department to accomplish a goal?

## Answer:-

Show that you were communicative with that person and that you were able to collaborate effectively in sharing ideas and work tasks. They want to see that you can be a team player.

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### Question #72

What was the most important task you ever had?

## Answer:-

There are two common answers to this question that do little to impress recruiters:

\* 'I got a 2.1

\* 'I passed my driving test'

No matter how proud you are of these achievements, they don't say anything exciting about you. When you're going for a graduate job, having a degree is hardly going to make you stand out from the crowd and neither is having a driving licence, which is a requirement of many jobs.

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## Question #73

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 #74

How have you changed in the last five years?

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 #75

Do you work well under pressure?

#### Answer:-

ed, ha 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.

# **Help Desk Most Popular Interview Topics.**

- 1 : Peon Frequently Asked Interview Questions and Answers Guide.
- 2 : Desktop Support Frequently Asked Interview Questions and Answers Guide.
- 3 : <u>IT Help Desk Frequently Asked Interview Questions and Answers Guide.</u>
- 4 : Corporate Social Responsibility (CSR) Frequently Asked Interview Questions and Answers Guide.
- 5: Maintenance Engineer Frequently Asked Interview Questions and Answers Guide.
- 6: Customer Complaint Officer Frequently Asked Interview Questions and Answers Guide.
- 7 : Server Support Frequently Asked Interview Questions and Answers Guide.
- 8: Personal Assistant Frequently Asked Interview Questions and Answers Guide.
- 9: Computer Technician Frequently Asked Interview Questions and Answers Guide.
- 10: Detailed Oriented Frequently Asked Interview Questions and Answers Guide.

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