

# Human Resource Generalist Assistant Interview Questions And Answers Guide.



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# Human Resource Generalist Assistant Job Interview Preparation Guide.

## Question # 1

Tell me about a decision you made recently and how you reached it As Human Resource Generalist Assistant?

### Answer:-

The key is to show that you put a lot of thought (weighing out the pros and cons) but were able to be decisive. Be sure to explain your logic in arriving at the decision.

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## Question # 2

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 # 3

Are you good at working in a team As Human Resource Generalist Assistant?

### Answer:-

Before you answer, consider how you best contribute to a team:

- \* Do you get along easily with people?
- \* Are you an effective collaborator?
- \* Can you communicate with people from various backgrounds and with different personalities?
- \* Can you motivate people?
- \* Do you know how to push back tactfully?
- \* Can you mediate conflicts?
- \* Can you deal with difficult personalities?

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## Question # 4

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

### Answer:-

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

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## Question # 5

Why are you leaving last job?

### Answer:-

Although this would seem like a simple question, it can easily become tricky. You shouldn't mention salary being a factor at this point As Human Resource Generalist Assistant. If you're currently employed, your response can focus on developing and expanding your career and even yourself. If you're current employer is downsizing, remain positive and brief. If your employer fired you, prepare a solid reason. Under no circumstance should you discuss any drama or negativity, always remain positive.

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## Question # 6

What are your weaknesses for Human Resource Generalist Assistant position?

### Answer:-



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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 # 7

What have you done to improve yourself in the last year As Human Resource Generalist Assistant?

#### 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 # 8

How do you adapt to new working environments As Human Resource Generalist Assistant?

#### Answer:-

It's important that you demonstrate that you can adapt to changing environments quickly. You want to stress that you can manage change. The one thing in life that is constant after all, is change.

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### Question # 9

How do you measure success?

#### Answer:-

There may be several good answers. Some include: you're able to set realistic, yet aggressive goals that push you and you're able to achieve them, you go the extra mile on all projects, client satisfaction is high, your boss is elated at your performance on all projects, etc.

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### Question # 10

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 # 11

Would you like doing repetitive work?

#### Answer:-

Why not, I am not only doing a repetitive work but also earning but also getting a good salary by the company As Human Resource Generalist Assistant. And second thing is that nothing is interesting in the life till we are not interested.

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### Question # 12

What specific steps do you utilize in solving workplace problems?

#### Answer:-

Analyze the problem As Human Resource Generalist Assistant. 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 # 13

What have you learned from mistakes on this job?

#### Answer:-

Candidates without specific examples often do not seem credible. However, the example shared should be fairly inconsequential, unintentional, and a learned lesson should be gleaned from it. Moving ahead without group assistance while assigned to a group project meant to be collaborative is a good example.

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### Question # 14

Tell me about a time when you had to make a decision without all the information you needed. How did you handle it As Human Resource Generalist Assistant? Why? Were you happy with the outcome?

#### Answer:-

In many scenarios, you will not have all the information needed. The key is to make the best possible decision based on what you deem to be a sufficient amount of information.

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### Question # 15



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 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 # 16**

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 Human Resource Generalist Assistant, from anyone.

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**Question # 17**

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 # 18**

What do you like to do for fun?

**Answer:-**

Be open to sharing hobbies and activities that you enjoy. Make sure you're genuine about it and don't list off things you don't really like because if they ask you a follow up question it'll be harder for you to answer.

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**Question # 19**

Tell me about a time you had to fire a friend?

**Answer:-**

Hopefully you've never had to do this, but if you did, talk about how hard it was personally to fire anyone but that you did it objectively.

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**Question # 20**

If you were interviewing someone for this position As Human Resource Generalist Assistant, what traits would you look for?

**Answer:-**

This is where the interviewer tries to turn the tables on you. Answer confidently by stating 3 specific traits that are applicable to that job role. For example, a consulting job would likely look for someone who can think outside of the box. After answering, ask them, "Am I spot on here and if not, what traits would you look for?"

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**Question # 21**

What type of people do you not work well with?

**Answer:-**

Be very careful answering this question as most organization employ professionals with an array of personalities and characteristics. You don't want to give the impression that you're going to have problems working with anyone currently employed at the organization. If you through out anything trivial you're going to look like a whiner. Only disloyalty to the organization or lawbreaking should be on your list of personal characteristics of people you can't work with.

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**Question # 22**

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

**Answer:-**

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

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**Question # 23**

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

**Answer:-**

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

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### Question # 24

What do you feel you deserve to be paid?

#### Answer:-

Do your research before answering this question - first, consider what the market average is for this job. You can find that by searching on Google (title followed by salary) and [globalguideline.com](https://globalguideline.com) and other websites. Then, consider this - based on your work experience and previous results, are you above average, if yes, by what % increase from your pay today from your perspective? Also - make sure if you aim high you can back it up with facts and your previous results so that you can make a strong case.

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### Question # 25

Who are your role models? Why?

#### Answer:-

If possible, cite role models you're truly passionate about - passion is contagious and will show you're being genuine. If the role model is in the same or similar industry as the company in an executive level position, even better.

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### Question # 26

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 # 27

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 # 28

How do you continue learning on a daily basis? Why is continuous improvement necessary As Human Resource Generalist Assistant?

#### Answer:-

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

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### Question # 29

How do you handle your anger?

#### Answer:-

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

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### Question # 30

How do you stay up to date with industry?

#### Answer:-

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

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### Question # 31

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 # 32

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 # 33

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 # 34

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.

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### Question # 35

If you have seven white socks and nine black socks in a drawer, how many socks do you have to pull out blindly in order to ensure that you have a matching pair?

**Answer:-**

if the first one is one color (say, white), and the second one is the other color (black), then the third one, no matter what the color, will make a matching pair. (Sometimes you're not supposed to think that hard.)

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### Question # 36

Give me a few examples of how you're results oriented?

**Answer:-**

Make you give an example where you discuss details and metrics. For example, I was a tutor in my last job and mentored 5 students on their SAT test taking skills and raised their scores by 15% on average after a 3 month teaching stint.

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### Question # 37

How do you deal with conflict in the workplace As Human Resource Generalist Assistant?

**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 # 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

What can you tell me about team work as part of the job As Human Resource Generalist Assistant?

**Answer:-**

There is usually a team of staff nurses working in cooperation with each other. A team of nurses has to get along well and coordinate their actions, usually by dividing their responsibilities into sectors or specific activities. They help each other perform tasks requiring more than one person.

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### Question # 40

Tell me about a time when you were held accountable for a problem that you hadn't caused?



**Answer:-**

If someone puts the blame on you (incorrectly), the best thing you can do is NOT to retaliate. You want to make it known that you were not to blame (explain all the facts) and then focus on fixing the problem in the best way possible.

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**Question # 41**

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 # 42**

What differentiates you from the competition?

**Answer:-**

Think about what you bring to the table that you truly believe is unique - the easiest way to do is to think of your own personal stories that demonstrate your work ethic, skills, and dedication. Most people have some or all of those skills, but the unique stories are what make people stand out in interviews.

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**Question # 43**

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 # 44**

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 # 45**

What motivates you to succeed?

**Answer:-**

Your interviewer will likely want to know the reasons why you will remain motivated to do your best during your employment with the company As Human Resource Generalist Assistant. Perhaps you are interested in being challenged, but you may also have interest in being recognized for your hard work in the form of the number of sales you can attain. A great example answer for this question is "I always do my best in everything, including my job. I take pride in my success, and I also want the company for which I work to be successful. Being affiliated with a company that is known for its excellence is very important to me."

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**Question # 46**

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

**Answer:-**

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

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**Question # 47**

What do you look for in terms of culture -- structured or entrepreneurial?

**Answer:-**

A good answer is to discuss the importance of having both elements in a company As Human Resource Generalist Assistant. Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

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**Question # 48**

How do you handle stressful situations?

**Answer:-**

By remaining calm, weighing out all my options and executing a plan to get the situation resolve .

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### Question # 49

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 # 50

What do you expect to be earning in 5 years As Human Resource Generalist Assistant?

#### 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 # 51

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 # 52

What would your first 30, 60, or 90 days look like in this role As Human Resource Generalist Assistant?

#### Answer:-

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 # 53

Do you have any question regarding this job As Human Resource Generalist Assistant?

#### 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 # 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

Why should the we hire you as this position As Human Resource Generalist Assistant?

#### 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 # 56

Tell me something about your family background?

#### Answer:-

First, always feel proud while discussing about your family background. Just simple share the details with the things that how they influenced you to work in an airline field.

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### Question # 57

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 # 58**

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 # 59**

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 # 60**

What's a time you exercised leadership?

**Answer:-**

Depending on what's more important for the the role, you'll want to choose an example that showcases your project management skills (spearheading a project from end to end, juggling multiple moving parts) or one that shows your ability to confidently and effectively rally a team. And remember: "The best stories include enough detail to be believable and memorable,". Show how you were a leader in this situation and how it represents your overall leadership experience and potential.

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**Question # 61**

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 # 62**

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 # 63**

What schedule do you hope to work? Are you willing to work extra hours?

**Answer:-**

Be honest. If you really want the job and are willing to work any schedule needed, say so. If, however, you have no intention of working late hours or weekends, simply let the interviewer know the hours that you are available to work. The same applies to extra hours. You are more likely to be hired if you are willing to work any time you are needed. However, saying that you are willing and then complaining about the hours once you start working is a recipe for disaster.

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**Question # 64**

What aspect of supervision do you find the most difficult?

**Answer:-**

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

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**Question # 65**

What would you do if our competitor offered you a position As Human Resource Generalist Assistant?

**Answer:-**

I would weigh the offer and consider it, however, this company and this role is my first choice.

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**Question # 66**



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 # 67**

If I talked to your three biggest fans, who would they be and why?

**Answer:-**

If you can reference three professionals with executive titles (CXO, VP, Director, Manager), that carries a lot of weight. Make sure you highlight how you've helped them achieve their biggest objectives and how that's made them your fan.

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**Question # 68**

Describe to me the position As Human Resource Generalist Assistant 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 # 69**

Do you think you have enough experience As Human Resource Generalist Assistant?

**Answer:-**

If you do not have the experience they need, you need to show the employer that you have the skills, qualities and knowledge that will make you equal to people with experience but not necessary the skills. It is also good to add how quick you can pick up the routine of a new job role.

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**Question # 70**

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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