

# **Interlibrary Loan Assistant (ILL) Interview Questions And Answers Guide.**



**Global Guideline.**

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# Interlibrary Loan Assistant (ILL) Job Interview Preparation Guide.

## Question # 1

Can you explain why you changed career paths As Interlibrary Loan Assistant (ILL)?

### 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 Interlibrary Loan Assistant (ILL) 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 # 2

Explain yourself in one line?

### Answer:-

When you respond, keep in mind the type of position you are interviewing for like Interlibrary Loan Assistant (ILL) based job, the company culture, and the work environment. Your answer should help show the interviewer why you're a match for the job and for the company.

Sample answers are:

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

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## Question # 3

How do you prioritize your work?

### Answer:-

Depends on the situation... I like to label certain tasks as either A B or C...A being the one that requires immediate attention, and C which are tasks that aren't urgent but eventually need to get done... I like to focus my work As Interlibrary Loan Assistant (ILL) on the things that need to get done, and done quickly... While balancing the other work alongside our first priorities.

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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 Interlibrary Loan Assistant (ILL).

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## Question # 5

What are your strengths As Interlibrary Loan Assistant (ILL)?

### Answer:-

This is one of the most common questions you will be asked. Give an answer relevant to the skills and qualities relevant to the position you are applying to. The interviewer is trying to find if your strengths match the job. For example, if you are applying for a job As Interlibrary Loan Assistant (ILL) where accuracy is an important issue, one of your strengths could be that you have an eye for detail. It may be useful to find different words to describe similar attributes and qualities in order to avoid repetition.

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## Question # 6



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What critical component of this position As Interlibrary Loan Assistant (ILL) 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 Interlibrary Loan Assistant (ILL) (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 # 7**

What makes you right for this position?

**Answer:-**

This question can be tricky because you need to show your worth As Interlibrary Loan Assistant (ILL) without sounding cocky or arrogant. Research the business ahead of time and become familiar with its mission and values. Take the time to figure out how your personal qualities fit the needs of the business and use that fit to provide your answer.

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**Question # 8**

Explain me about a challenge or conflict you've faced at work As Interlibrary Loan Assistant (ILL), and how you dealt with it?

**Answer:-**

In asking this interview question, your interviewer wants to get a sense of how you will respond to conflict. Anyone can seem nice and pleasant in a job interview, but what will happen if you're hired?. Again, you'll want to use the S-T-A-R method, being sure to focus on how you handled the situation professionally and productively, and ideally closing with a happy ending, like how you came to a resolution or compromise.

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**Question # 9**

How do you deal with conflict in the workplace As Interlibrary Loan Assistant (ILL)?

**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 # 10**

How would you describe your approach to Interlibrary Loan Assistant (ILL)?

**Answer:-**

In more general terms, a question such as this gives a candidate the opportunity to talk about their professional philosophy and skills. While the question is general in nature, the best answers are usually quite specific, picking one or two points and exemplifying them with instances from personal history.

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**Question # 11**

How would you estimate the weight of the Chrysler building?

**Answer:-**

This is a process guesstimate where the interviewer wants to know if you know what to ask. First, you would find out the dimensions of the building (height, weight, depth). This will allow you to determine the volume of the building. Does it taper at the top? (Yes.) Then, you need to estimate the composition of the Chrysler building. Is it mostly steel? Concrete? How much would those components weigh per square inch? Remember the extra step: find out whether you're considering the building totally empty or with office furniture, people, etc. If you're including the contents, you might have to add 20 percent or so to the building's weight.

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**Question # 12**

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 # 13**

If hired, how do you intend on making a difference with our company?

#### **Answer:-**

Dedicate myself to learn everything about the new company that I can, look for ways and ideas that could improve, processes, safety, removing obstacles from the associates, I want to advance within the company.

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### **Question # 14**

What are your salary requirements As Interlibrary Loan Assistant (ILL)?

#### **Answer:-**

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

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### **Question # 15**

What makes a product successful?

#### **Answer:-**

Basing on the monetization, these questions give you the chance to prove your personal try. Do not show extremely your optimism and pursue the unreality. Give your answers the reality.

It is useful to predict a five to ten- year- scenario of expectations in order to gain your targets that you set up and it is the period of time to see how your plans and targets are performed.

Therefore, the quality of the product and marketability of the mentioned industry need to be highlighted. This will help you to achieve the interviewer's attention and insurance to you personality and you can get the honest and long- term goals.

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### **Question # 16**

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 # 17**

Why are you interested in this type of job As Interlibrary Loan Assistant (ILL)?

#### **Answer:-**

You're looking for someone who enjoys working with the elderly, or a caring, sociable, and nurturing person.

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### **Question # 18**

Describe to me the position As Interlibrary Loan Assistant (ILL) 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 # 19**

Do you have any question regarding this job As Interlibrary Loan Assistant (ILL)?

#### **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 # 20**

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



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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 # 21**

How much do you expect to get paid As Interlibrary Loan Assistant (ILL)?

#### **Answer:-**

For this be prepared and research salary to find out what similar positions are paying in your area before you go to the interview. Try to find this information out before giving your salary expectations. You can and should provide a range instead of an exact number. But again, don't say any numbers you're not comfortable with because if the employer offers you a salary at the lowest end of your range, you don't have much to negotiate with when it comes to getting a higher salary.

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### **Question # 22**

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 # 23**

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 # 24**

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 # 25**

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 # 26**

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 # 27**

What does quality work mean to you?

#### **Answer:-**

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

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### **Question # 28**

What is your greatest weakness As Interlibrary Loan Assistant (ILL)? What are you doing to improve it?



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### **Answer:-**

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

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### **Question # 29**

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 # 30**

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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### **Question # 31**

Why are you leaving your current job?

### **Answer:-**

This is a toughie, but one you can be sure you'll be asked. Definitely keep things positive-you have nothing to gain by being negative about your past employers. Instead, frame things in a way that shows that you're eager to take on new opportunities and that the role you're interviewing for is a better fit for you than your current or last position. For example, "I'd really love to be part of product development from beginning to end, and I know I'd have that opportunity here." And if you were let go? Keep it simple: "Unfortunately, I was let go," is a totally OK answer.

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### **Question # 32**

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 # 33**

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 # 34**

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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### **Question # 35**

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 # 36**

Are you currently looking at other job opportunities?

### **Answer:-**

Just answer this question honestly. Sometime an employer wants to know if there are other companies you're considering so that they can determine how serious you are about the industry, they're company and find out if you're in demand. Don't spend a lot of time on this question; just try to stay focused on the job you're



interviewing for.

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### **Question # 37**

What is the most irritating thing you've experienced about your co-workers?

#### **Answer:-**

This question is designed to find out if you get along well on team, with other and whether or not you'll be a fit with the interviewer's organization. It's a trap. Think real hard but fail to come up anything that irritated you about your co-workers. A short positive response is best.

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### **Question # 38**

What do you consider to be your greatest strength?

#### **Answer:-**

There isn't any right answer. Just make sure to make your response positive and true. A few good examples include: Your ability to solve complex problems, Your ability to work well on a team, Your ability to shine under pressure, Your ability to focus in chaotic situations, Your ability to prioritize and organize, Your ability to cut through the fluff to identify the real issues, Your ability to influence other positively. If your strength relates to the position in question that will be more beneficial - but again be honest, don't create a strength for yourself just because you think it will sound good.

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### **Question # 39**

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 # 40**

What has disappointed you about a previous job?

#### **Answer:-**

Again, this question could get you in trouble so tread carefully. Some good answers might be that your previous job didn't provide any room for growth, that you were laid off due to a mandatory reduction in staff, that they closed their office in your state and required you to relocate, etc. Make sure not to mention anything negative about the people you worked with, the company in general or the job itself.

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### **Question # 41**

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?

#### **Answer:-**

Focus on the issue that impacts the business most first.

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### **Question # 42**

Your client is upset with you for a mistake you made, how do you react?

#### **Answer:-**

Acknowledge their pain - empathize with them. Then apologize and offer a solution to fix the mistake.

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### **Question # 43**

You are not given the tools you need to be successful. How would you change that As Interlibrary Loan Assistant (ILL)?

#### **Answer:-**

State a business case to your manager / leader as to why you need the tools and make the request for them.

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### **Question # 44**

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

#### **Answer:-**

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

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### **Question # 45**

If someone had to say something negative to you, what would they say?

#### **Answer:-**



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Again, be honest about sharing a story here about someone who may not have gotten along with you in the office here and explain how you were able to fix that relationship or change your attitude/action to be a better person / coworker.

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### **Question # 46**

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 # 47**

How has school prepared you for this job role?

**Answer:-**

Think back to how you've interacted with your peers to develop social skills, how you've worked with classmates on projects to develop teamwork and collaborative skills, how you've developed discipline through studying, how the courses have helped your creativity, and how the classes you've taken have impacted your analytical / problem solving / reasoning skills.

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### **Question # 48**

What is your perception of taking on risk?

**Answer:-**

Your 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 # 49**

Have you ever mentored anyone before? If yes, describe the situation?

**Answer:-**

Describe a time where you've helped someone else. Mentor ships can be informal so as you've helped someone over a period of time that can certainly count. The key is to highlight how you utilized certain skills/attributes like coaching, teaching, patience, communication skills, and so forth to mentor that person.

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### **Question # 50**

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

**Answer:-**

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

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### **Question # 51**

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

**Answer:-**

Companies love it when you discuss how you've made an impact on your teammates, clients, or partners in the business or in school. It should be rewarding because of the hard work and creative process that you've put into it.

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### **Question # 52**

How well do you multi-task?

**Answer:-**

Multi-tasking is an important part of most jobs. You want to show that you're good at it but not overwhelmed with it. So discuss just a few things you can multi-task well on - for example: "I'm good at multi tasking between work email and working on projects As Interlibrary Loan Assistant (ILL) and the reason it because I'm good at prioritizing my work emails.

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### **Question # 53**

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 # 54**

What do you expect to be earning in 5 years As Interlibrary Loan Assistant (ILL)?

#### **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 # 55**

What attracted you to this company As Interlibrary Loan Assistant (ILL)?

#### **Answer:-**

You could discuss the company's vision, culture and solutions/services as reasons for wanting to join it.

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### **Question # 56**

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

#### **Answer:-**

Both are important. You need to stress that. However, if you could only choose one, ask yourself As Interlibrary Loan Assistant (ILL) - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

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### **Question # 57**

What do you think of your previous boss?

#### **Answer:-**

Do not belittle or talk badly of your last boss - it will come off as being petty. Instead, talk about the positive lessons you were able to learn from your last boss.

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### **Question # 58**

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 # 59**

What are three positive character traits you don't have?

#### **Answer:-**

List three attributes that you aspire to attain / build in the next few years - and then explain how you would develop those.

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### **Question # 60**

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 # 61**

Do you have good manners? What types of people need to be treated with good manners?

#### **Answer:-**

You should have good manners. Everyone should be treated with courtesy and respect.

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### **Question # 62**

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

#### **Answer:-**

Ideally you want to be 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 # 63**

Do you work better on a team, with just one partner, or alone?

#### **Answer:-**



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Ideally you can handle all three well, but you may have a personal preference for one or a few. The key is to make sure you understand what the job is looking for and to pair your answer with that (assuming it's true)

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### **Question # 64**

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 # 65**

Think about the changes you have seen and tell me how you handle change?

**Answer:-**

You can cite personal life changes, work place changes, career changes, technology change, industry change. The key is to discuss how seeing or experiencing that change has helped your development. For example, the recent changes in social media has broadened my horizons and helped me learn new forms of efficient marketing.

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### **Question # 66**

How would your references describe you?

**Answer:-**

Think of three major characteristics that demonstrate your best qualities related to work and then have quick stories to describe why.

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### **Question # 67**

How do you define arrogance? Are you arrogant?

**Answer:-**

Arrogance is having an attitude of superiority beyond reason. Confidence is believing in yourself without being cocky. You should not be arrogant.

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### **Question # 68**

Rate yourself on a scale of 10?

**Answer:-**

If you truly believe you're a 10, you better be able to explain why with examples / stories. If you believe you're a great contributor and have room to grow, say 8 or 9. If you're below that, explain what you would do to improve yourself to get the ranking you believe you can be.

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### **Question # 69**

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 # 70**

What do you expect from this job As Interlibrary Loan Assistant (ILL)?

**Answer:-**

Talk about the potential career development, your career aspirations, your work relationships and the learning you'll receive.

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