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# Library Of Congress Job Interview Preparation Guide.

#### Question # 1

What are your thoughts about working from home?

#### Answer:-

This is a new policy some companies are adopting. If the company you are interviewing for allows for it, then you should be thankful for the flexibility and convenience yet state that working from home is a privilege that you would honor. The key point you want to make is that you would still be able to focus and be just as productive working at home.

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#### Question # 2

How would your boss and co-workers describe you?

#### Answer:

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 In Library Of Congress, such as your strong work ethic or your willingness to pitch in on other projects when needed.

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## Question #3

What's your dream job?

#### Answer:

Along similar lines, the interviewer wants to uncover whether this position In Library Of Congress is really in line with your ultimate career goals. While "an GGL star" might get you a few laughs, a better bet is to talk about your goals and ambitions-and why this job will get you closer to them.

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## Question # 4

Can you tell me a little about yourself?

#### Answer:-

This question seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal: Don't give your complete employment (or personal) history In Library Of Congress. Instead give a pitch-one that's concise and compelling and that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how that prior experience has positioned you for this specific role.

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## Question # 5

What do you do in your spare time?

#### Answer:-

If you want to show your fun side, discuss your extracurricular activities. If you want to show your ambition, discuss the work / school projects you do in your spare time.

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## Question #6

Did you consider yourself a team player?

#### Answer:

Of course you're a team player - who isn't. But a simple yes probably isn't the response the interviewer is looking for. Be ready to provide specific example of how you've worked as part of a cohesive team to get things accomplished and how you've focus on team performance rather than individual performance. Make sure not to brag as this will make it appear as that you're more concerned about your own performance and accomplishments than those of the team.

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#### Question #7

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 #8

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 #9

If you felt like you were hitting the proverbial "wall" and getting burned out, what would you do to re-energize yourself?

#### Answer-

Take a break to rest. Work in smaller increments of time to increase focus with breaks in between. Delegate tasks to those that are willing to help.

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#### Question # 10

Your coworker highlights your mistakes in front of everyone, how do you handle the situation?

#### Answer-

Admit to the mistake without being emotional, but then discuss how you are being proactive in getting it fixed. Lastly, pull the co-worker aside later on to tell them that you'd appreciate it if they gave you the feedback 1:1 first before throwing you under the bus.

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#### Question #11

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 # 12

Name five characteristics that describe you?

#### Answer:

Here are a few you could choose from:

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

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## Question #13

Describe your management style?

#### Answer-

Try to avoid specific classifications, whatever it may be. Organizations usually prefer managers who can adapt their skills to different situations.

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#### Question # 14

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 # 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



If you have multiple projects on your plate, how do you handle completing them on time?

#### Answer-

Prioritize based on business importance. Set clear timelines for each so that you know which ones to knock out first. Get your teammates to help if necessary.

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#### Question # 17

What is the difference between a big ego and a healthy ego?

#### Answer:-

"Ego" should be replaced by confidence. It's good to be confident as it shows that you know what you're doing. However, a big ego is when confidence spirals out of control and you become arrogant.

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#### Question # 18

What is your greatest achievement outside of work In Library Of Congress?

#### Answer:-

This is a great opportunity for you to discuss how you've given back to the community, how you've achieved in a competitive extracurricular activity (think sports or clubs), how you've mentored others, and so forth.

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#### Question # 19

How did you become interested in this field/industry?

#### Answer:-

Describe how you've come to develop a passion or interest in this industry and use variables like "culture, people, vision, career development, and the work itself" to define your choice

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#### Question # 20

Tell me about a difficult decision you've made in the last year In Library Of Congress?

#### Answer:

We all have difficult decisions in our lives. Show how you were able to arrive at it and then how you decisively acted.

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## Question # 21

Top 12 Best Brainteaser Interview Questions:

## Answer:-

Brainteaser questions In Library Of Congress have become popular for interviews in recent years, as word has gotten out that top tech companies such as Apple, Google, Microsoft and IBM have used this type of question at one time or another.

Companies like Google aren't using these questions so much any more, but many companies, are, and it may be good to prepare for them In Library Of Congress. The key to these isn't so much getting the exact answer, as it is showing how you would come up with an answer.

Here's a sample of 12 of the best and most difficult.

- 1. How many street lights are there in New York City?
- 2. How many gas stations are there in the United States?
- 3. How many golf balls can fit in a school bus?
- 4. How much should you charge to wash all the windows in Seattle?
- 5. Why are manhole covers round?
- 6. How many times a day does a clock's hands overlap?
- 7. How would you test a calculator?
- 8. Describe the internet to someone who just woke up from a 30-year coma.
- 9. How much does the Starbucks in Times Square bring in, in annual revenue?
- 10. You are shrunk to the height of a nickel and thrown into a blender. Your mass is reduced so that your density is the same as usual. The blades start moving in 60 seconds. What do you do?
- 11. What is the air speed velocity of an unladen swallow?;)
- 12. How many golf balls are there in Florida?

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#### Question # 22

How do you handle confidentiality in your work?

#### Answer:

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

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## Question # 23

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 # 24

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 # 25

What experience do you have In Library Of Congress?

#### Answer:-

The employer would want to know that not only you can do the job but you can make the difference and bring significant contribution - Simple as that.

No doubt that this is your time to perform and present yourself - You have to introduce/sell yourself to the interviewer. Prepare your answer based on your qualification, professional experience and what you've already achieved in your previous jobs. This is your time to express why you think that your professional abilities fit into the job and its requirements.

Top 10 employment experience you'd want to review:

- \* Companies you worked for with dates
- \* The positions you've held
- \* Key projects and responsibilities
- \* Achievements
- \* Coursework & continues education
- \* Expertise
- \* Tools you used (software, hardware)
- \* Knowledge of languages
- \* Engagement with customers and key industry leaders
- \* Team work you were involved (and your contribution)

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## Question # 26

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 # 27

What motivates you to work In Library Of Congress?

#### 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 # 28

Why should I hire you In Library Of Congress?

#### Answer:

To close the deal on a job offer, you MUST be prepared with a concise summary of the top reasons to choose you. Even if your interviewer doesn't ask one of these question in so many words, you should have an answer prepared and be looking for ways to communicate your top reasons throughout the interview process.

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## Question # 29

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

#### Answer:-

I would define team work as getting the job done In Library Of Congress whether that means if I have to do more then the guy next to me as long as the work gets finished.

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## Question # 30

What was the most difficult employee situation you found yourself In Library Of Congress? How did you overcome the problem?

#### Answer:

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

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#### Question # 31

Why should we give you this job In Library Of Congress when someone else is equally qualified?

#### Answer-

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

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#### Question #32

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

#### Answer:-

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 #33

Why are you the best fit for this job In Library Of Congress?

#### Answer:-

Analyze the job responsibilities and match those to your skills sets. Then discuss how your experience and skills sets can truly create the best impact to the company in that specific job role. Impact could mean marketing impressions, sales, cutting costs, making products more efficiently, creating better customer service, engineering new designs that create customer excitement, etc.

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#### Question #34

Describe your vision of your perfect dream job?

#### Answer:-

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

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## Question # 35

What classes did you enjoy most in college and why?

#### Answer:

Think back to the classes that either resonated with your passion or truly helped you to develop skills that you believe will help you in your career. Talk about those.

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#### Question # 36

If you could offer suggestions on how to improve our company, what would you say?

#### Answer:-

Examine the trends of the company and also where there may be some weaknesses (news articles often document this on public companies or look at their competitors to see how they're positioning it against them.) Then, once you have that knowledge, think creatively on how you could improve upon that weakness for them.

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## Question #37

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 # 38

Why were you fired?

#### Answer:-

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

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#### Question #39

How articulate are you in expressing your ideas?



#### Answer:-

One of the best ways to answer this question is clearly articulate three points that demonstrate how articulate you are (and in a sense show that in a live setting) - for example: "I would say I'm articulate because one, I typically gather my thoughts before speaking, two, I organize my thoughts well, and three I'm concise when making a point.

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#### Question # 40

What are your personal skills which make you a candidate for the position In Library Of Congress?

#### Answer:-

The list of crucial character traits includes patience, tact, and poise, with personal and cultural sensitivity. One needs the ability to work long hours, with much walking and some physical tasks. But the most important trait of all is to love people and to have the desire to care for them.

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#### Question # 41

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 # 42

How do you continue learning on a daily basis? Why is continuous improvement necessary In Library Of Congress?

#### 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 # 43

What is your biggest fear?

#### Answer:-

Don't try to sugarcoat the answer by listing something ambitious as a fear, unless you truly mean it (for example: I fear being a great leader) - Share your real fears but discuss how you would overcome them.

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#### Question # 44

What did you major in and why?

## Answer:-

Tell them your major and the motivations behind why you chose it and how it's helped to prep your of this potential job.

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## Question # 45

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 # 46

What is your biggest regret to date and why?

## Answer:-

Describe honestly the regretful action / situation you were in but then discuss how you proactively fixed / improved it and how that helped you to improve as a person/worker.

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## Question # 47

Describe a time when you've been overwhelmed with work?

#### Answer:

Show how you were able to over the "overwhelmed" feeling - by delegating tasks, getting people on your team to help you out, or by prioritizing your work and focusing on the most important issues first In Library Of Congress.

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#### Question # 48

How many tennis balls can you fit into a limousine? 1,000? 10,000? 100,000? Seriously?

#### Answer-

Well, seriously, you might get asked brainteaser questions like these, especially in quantitative jobs. But remember that the interviewer doesn't necessarily want an exact number-he wants to make sure that you understand what's being asked of you, and that you can set into motion a systematic and logical way to respond. So, just take a deep breath, and start thinking through the math. (Yes, it's OK to ask for a pen and paper!)

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#### Question # 49

How do you inspire others to be better?

#### Answer:-

First, the key to inspiring others it to first understand what their goals and objectives are. Once you understand what people want, you can inspire them with a vision that aligns to what they care about. People generally care about having purpose, being successful (and being recognized for it), contributing in a meaningful way, and financial rewards (to a degree) and much more. Then once you understand what people set as goals, you can inspire them through 1:1 pep talks, a presentation to multiple people and so forth.

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#### Question # 50

Where do you see yourself in five years In Library Of Congress?

#### 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 # 51

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 # 52

What is it about this position In Library Of Congress that attracts you the most?

#### Answer:

Use your knowledge of the job description to demonstrate how you are a suitable match for the role.

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#### Question #53

What do you expect to be earning in 5 years In Library Of Congress?

#### 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 # 54

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 # 55

What's a time you exercised leadership?

#### Answer:

Depending on what's more important for 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 # 56



Do you think you have enough experience In Library Of Congress?

#### 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 # 57

How do you keep each member of the team involved and motivated?

#### Answer-

Many managers mistakenly think that money is the prime motivator for their employees. However, according to surveys by several different companies, money is consistently ranked five or lower by most employees. So if money is not the best way to motivate your team, what is? Employees' three most important issues according to employees are:

- \* Respect
- \* A sense of accomplishment
- \* Recognition

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#### Question # 58

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 In Library Of Congress. 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 # 59

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 # 60

Do you work well under pressure?

#### Answer:

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

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## Question # 61

What do you know about the company?

## Answer:-

Any candidate can read and regurgitate the company's "About" page. So, when interviewers ask this, they aren't necessarily trying to gauge whether you understand the mission-they want to know whether you care about it. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal. Say, "I'm personally drawn to this mission because..." or "I really believe in this approach because..." and share a personal example or two.

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#### Question # 62

What kind of salary do you need In Library Of Congress?

#### 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 #63

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 # 64

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 In Library Of Congress - 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 #65

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 # 66

What would you do if our competitor offered you a position In Library Of Congress?

#### Answer:

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

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#### Question #67

Explain me about a time when you reached a goal within a tight deadline?

#### Answer:-

I work well under pressure to meet deadlines without jeopardizing the quality of my work. I have always worked in a fast pace environment where we are constantly under pressure to achieve best results within a time frame.

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#### Question # 68

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 # 69

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 #70

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 #71

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 # 72

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 # 73



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 #74

Give an example of a time you successfully worked In Library Of Congress on a team?

#### Answer-

On the whole I prefer to stick to doing what I'm told rather than setting myself up to fail by doing things off my own bat. But there was this one time when I suggested to my boss at the pizza parlor that she try offering an 'all you can eat' deal to students to boost trade on Mondays. She thought it was an interesting idea but nothing ever came of it.

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#### Question #75

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 # 76

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 #77

What is your desired salary In Library Of Congress?

#### Answer:-

Bad Answer: Candidates who are unable to answer the question, or give an answer that is far above market. Shows that they have not done research on the market rate, or have unreasonable expectations.

Good answer: A number or range that falls within the market rate and matches their level of mastery of skills required to do the job.

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## Question #78

What do you know about this department?

## Answer:-

One good way to find out about the department is to try to "informally" interview the existing employees over coffee (outside of the office) if possible. It's hard if you don't have any connections there, but if you do a great way to learn about it. Other than that, it's often hard to learn about the department so you can turn the table back on them by asking questions to learn about it.

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