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# MTBC Job Interview Preparation Guide.

### Question #1

What motivates you?

### Answer:-

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

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### Question # 2

How do you handle confidentiality in your work?

### Answer-

Often, interviewers will ask questions to find out the level of technical knowledge In MTBC 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 #3

Do you think you are overqualified for this position In MTBC?

# Answer:

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

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# Question #4

What are your strengths In MTBC?

# 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 In MTBC where accuracy is an important issue, one of your strengths could be that you have an eye for detail. It may useful to find different words to describe similar attributes and qualities in order to avoid repetition.

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# Question # 5

You are not given the tools you need to be successful. How would you change that In MTBC?

# 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 # 6

Top 11 Questions to Verify Experience and Credentials In MTBC:

# Answer:-

Sometimes people want a job a little too bad - and they may fudge their credentials and experience a bit.

If you've run into this problem, are worried about it, or have credentials and experience that are absolutely essential, you may need to ask a few verification questions. If you are a candidate, you should review your resume and make sure you know all the key points, and that nothing has been misconstrued.

- 1. What grades did you get in college?
- 2. What were your responsibilities when you worked in job x?
- 3. How many people were on your team at your last job?
- 4. What will your previous manager/supervisor say when I ask where you needed to improve?
- 5. What was your beginning and ending salary at job x?



- 6. What were your beginning and ending titles at job x?
- 7. Are you eligible for rehire at job x?
- 8. What tools are necessary for performing job x?
- 9. Describe to me how you would perform [x typical job task].
- 10. What was the focus of your thesis?
- 11. When did you leave company x?

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### Question #7

Describe a time when you anticipated potential problems and developed preventive measures?

### Answer-

The key here is to show that you were proactive. How did you find out about the potential problems? How did you address it quickly?

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### Question #8

How do you propose to compensate for your lack of experience?

### Answer:-

The first thing you should do is discuss experience you have the interviewer is unfamiliar with. Once that is detailed, tell the person conducting the interview that you are able to learn new tasks and information in a reasonable period of time and possess a strong work ethic. However, only state this if you can live up to these expectations.

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### Question # 9

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

### 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 # 10

What have you done to improve your knowledge In MTBC in the last year?

### Answer:-

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

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# Question # 11

Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa). How did you handle the situation? What obstacles or difficulties did you face? How did you deal with them?

# Answer:

First, the key is to state the differences in personality to give the interviewer some background. Second, you want to discuss how that was affecting the situation. Third, show how you were able to adapt to the way the person wanted to be communicated with to achieve your goals

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# Question # 12

What is your dream job?

# Answer:-

There is almost no good answer to this question, so don't be specific. If you tell the interviewer that the job you're applying for with his/her company is the perfect job you may loose credibility if you don't sound believable (which you probably won't if you're not telling the truth.) If you give the interviewer some other job the interviewer may get concerned that you'll get dissatisfied with the position if you're hired. Again, don't be specific. A good response could be, "A job where my work ethic and abilities are recognized and I can make a meaningful difference to the organization."

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# Question # 13

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

# Answer:-

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

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# Question # 14

Top 12 Best Brainteaser Interview Questions:

# Answer:

Brainteaser questions In MTBC 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 MTBC. 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 #15

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 # 16

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 # 17

Why do you want this job In MTBC?

# Answer:-

This question typically follows on from the previous one. Here is where your research will come in handy. You may want to say that you want to work for a company that is Global Guideline, (market leader, innovator, provides a vital service, whatever it may be). Put some thought into this beforehand, be specific, and link the company's values and mission statement to your own goals and career plans.

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# Question # 18

What qualities do you look for in a boss?

# Answer:

Remain optimistic and do not be too specific. Good attributes include moral character, honesty, and intelligence since managers usually believe they possess these qualities.

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# Question # 19

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 In MTBC, from anyone.

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# Question # 20

What experience do you have In MTBC?

# 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 # 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

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 # 23

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 # 24

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

### Answer:-

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

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# Question # 25

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 # 26

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 # 27

What's been your biggest failure to date?

# Answer:

Describe your biggest failure and discuss what you've learned from it and ideally how you've been successful since because of that lesson.

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# Question # 28

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 # 29

Did the salary we offer attract you to this job?

### Answer-

The interviewer could be asking you this question for a number of reasons. Obviously, the salary is an important factor to your interest in this job, but it should not be the overriding reason for your interest. A good answer to this question is, "The salary was very attractive, but the job itself is what was most attractive to me."

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### Question #30

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 #31

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

### Answer:

I would define team work as getting the job done In MTBC 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 # 32

Where do you see yourself in 5 years with your career?

### Answer:-

Be sure to paint a clear picture of your career vision that demonstrates your aspirations and goals that are realistic. This could emphasize increased responsibility, the ability to manage people and so forth

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# Question # 33

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 # 34

What's been your biggest success to date?

# Answer:-

Talk about a story / experience about how you achieved success and be sure to share details on the results and outcome. Have it highlight a strong characteristic such as leadership, work ethic and so forth.

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# Question # 35

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 # 36

Why are you leaving the present company?

# Answer:-

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

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# Question # 37

How do you deal with conflict in the workplace In MTBC?



### 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 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 # 39

How do you feel about giving back to the community?

### Answer:-

Describe your charitable activities to showcase that community work is important to you. If you haven't done one yet, go to www.globalguideline.com - charitable work is a great way to learn about other people and it's an important part of society - GET INVOLVED!

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# Question # 40

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 #41

Describe what a bad work environment would look like to you In MTBC?

# Answer:-

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

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# Question # 42

What are three positive characteristics you wish you had?

# Answer:-

The key here is to be honest about your wish list but then to describe how you plan on developing or growing those characteristics so that it becomes a reality. For example, I wish I had a stronger work ethic and I am reading a book right now about how to instill a better discipline around getting work done efficiently.

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# Question # 43

How do you feel about technology at the workplace in general?

# Answer-

It's a great enabler for us to collaborate better as a team, for us to reach customers more efficiently and frequently and I believe it can help any company become more efficient, leaner, and more productive.

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# Question # 44

What are your personal skills which make you a candidate for the position In MTBC?

# 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 # 45



Give me an example of an emergency situation that you faced. How did you handle it?

### Answer:

There was a time when one of my employers faced the quitting of a manager in another country. I was asked to go fill in for him while they found a replacement and stay to train that person. I would be at least 30 days. I quickly accepted because I knew that my department couldn't function without me.

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### Question # 46

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 # 47

How many square feet of pizza are eaten in the United States each month?

### Answer:-

This is a classic guesstimate question where you need to think aloud. And so first off you round the U.S. population to 300 million people (it's actually about 315 million but rounding will be much easier and your interviewer will not score you lower for rounding). Then estimate how many people eat pizza. A decent educated guess is two out of every three people, or 200 million. Now let's say the average pizza-eating person eats pizza twice a month, and eats two slices at a time. That's four slices a month. If the average slice of pizza is perhaps six inches at the base and 10 inches long, then the slice is 30 square inches of pizza. So, four pizza slices would be 120 square inches (30 times 4).

Since one square foot equals 144 square inches (12 times 12), let's assume that each person who eats pizza eats one square foot per month. Since there are 200 million pizza-eating Americans, 200 million square feet of pizza are consumed in the U.S. each month. To summarize: 300 million people in America, 200 million eat pizza, average slice of pizza is six inches at the base and 10 inches long or 30 square inches, average American eats four slices of pizza a month, four pieces times 30 square inches equals 120 square inches (one square foot is 144 square inches), so let's assume one square foot per person, and thus one square foot times 200 million people equals 200 million square feet of pizza a month.

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### Question # 48

How do you plan to go by an example for your subordinates?

### Answer.

Sticking to the rules by yourself, working hard and not mind participating on basic tasks is a good answer

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# Question # 49

Why should the we hire you as this position In MTBC?

# 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 # 50

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 # 51

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

# Answer:-

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

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# Question # 52

Do you have good computer skills?

# Answer:

It is becoming increasingly important for medical assistants to be knowledgeable about computers. If you are a long-time computer user with experience with different software applications, mention it. It is also a good idea to mention any other computer skills you have, such as a high typing rate, website creation, and more.

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# Question #53

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 # 54

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 # 55

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 # 56

Do you think you have enough experience In MTBC?

### 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

What kind of salary do you need In MTBC?

# 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 #58

Give me an example of when you competed hard and won?

# Answer-

You can reference many different areas here when discussing a story of where you won in competition: Work experience (ideal), sports, clubs, classes, projects.

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# Question # 59

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 # 60

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 # 61



Do you have any questions for me?

### Answer:

Good interview questions to ask interviewers at the end of the job interview include questions on the company growth or expansion, questions on personal development and training and questions on company values, staff retention and company achievements.

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### Question #62

What would you like to have accomplished by the end of your career?

### Answer-

Think of 3 major achievements that you'd like to accomplish in your job when all is said and done - and think BIG. You want to show you expect to be a major contributor at the company. It could be creating a revolutionary new product, it could be implementing a new effective way of marketing, etc.

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### Question # 63

What are your salary expectations In MTBC?

### Answer:-

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

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

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### Question # 64

What is your desired salary In MTBC?

### 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 # 65

How would you rate your communication and interpersonal skills for this job In MTBC?

# Answer:

These are important for support workers. But they differ from the communication skills of a CEO or a desktop support technician. Communication must be adapted to the special ways and needs of the clients. Workers must be able to not only understand and help their clients, but must project empathy and be a warm, humane presence in their lives.

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# Question # 66

What is your greatest weakness In MTBC? What are you doing to improve it?

# Answer:-

I believe my biggest weakness In MTBC 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 # 67

How do you act when you encounter competition?

# Answer-

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

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# Question # 68

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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# **Business and Economy Most Popular Interview Topics.**

- 1 : Accounts Receivable Frequently Asked Interview Questions and Answers Guide.
- 2: Economics Frequently Asked Interview Questions and Answers Guide.
- 3 : <u>Accounting General Frequently Asked Interview Questions and Answers Guide.</u>
- 4 : General Ledger Frequently Asked Interview Questions and Answers Guide.
- 5 : Insurance Frequently Asked Interview Questions and Answers Guide.
- 6: Customer Service Frequently Asked Interview Questions and Answers Guide.
- 7 : Chartered Accountant (CA) Frequently Asked Interview Questions and Answers Guide.
- 8 : <u>Taxation Frequently Asked Interview Questions and Answers Guide.</u>
- 9: Financial Frequently Asked Interview Questions and Answers Guide.
- 10: Fixed Assets Frequently Asked Interview Questions and Answers Guide.

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Global Guideline is a platform to develop your own skills with thousands of job interview questions and web tutorials for fresher's and experienced candidates. These interview questions and web tutorials will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts. Global Guideline invite you to unlock your potentials with thousands of <a href="Interview Questions with Answers">Interview Questions with Answers</a> or begin a tutorial right away, such as <a href="HTML">HTML</a>, <a href="XML">XML</a>, <a href="XSLT</a>, <a href="Cascading Style Sheet (CSS)</a>, <a href="Search Engine Optimization (SEO)">Search Engine Optimization (SEO)</a>, <a href="JavaScript">JavaScript</a>, <a href="Structure Query Language (SQL)</a>, <a href="Database Articles">Database Articles</a>, <a href="Web Hosting Guide">Web Hosting Guide</a> and much more. Learn the most common technologies <a href="Interview Questions and Answers">Interview Questions and Answers</a>. We will help you to explore the resources of the World Wide Web and develop your own skills from the basics to the advanced. Here you will learn anything quite easily and you will really enjoy while learning. Global Guideline will help you to become a professional and Expert, well prepared for the future.

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