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# Management Instructor Job Interview Preparation Guide.

### Question #1

How do you think you might fit this position As Management Instructor?

### Answer:-

An important part of research before the interview is what the company does and how the job role relates to that. This includes the company philosophy and working methods. Questions such as this seek to find out how a candidate will fit into the organisation As Management Instructor. Answer positively; including practical examples of how you anticipate you would perform in the new role.

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### Question # 2

Tell me about a time you failed?

# Answer:-

Everyone has failed, so don't play dumb or claim you've never messed up As Management Instructor. Think of a time when a work-related situation didn't turn out quite as you had hoped. An interviewer is interested in seeing how you took responsibility for your failure, what you learned from it, and how you would prevent similar failures from happening again.

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# Question # 3

What are you looking for in a new position As Management Instructor?

# Answer:

I've been honing my skills As Management Instructor for a few years now and, first and foremost, I'm looking for a position where I can continue to exercise those skills. Ideally the same things that this position has to offer. Be specific.

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# Question # 4

What are your weaknesses for Management Instructor position?

# Answer:

Try not to be too critical when answering this question. Instead, pick one of your weaknesses and try to turn it into a positive.

For example, you could be a perfectionist, which means that you sometimes take longer on tasks, but you make sure that they are completed to a high quality. It is important to make a negative into a positive as it doesn't make you appear overly critical and shows you can reflect on your own performance.

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# Question # 5

What critical component of this position As Management Instructor 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 Management Instructor (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 # 6

What is your biggest weakness As Management Instructor?



### Answer:-

No one likes to answer this question because it requires a very delicate balance. You simply can't lie and say you don't have one; you can't trick the interviewer by offering up a personal weakness As Management Instructor that is really a strength ("Sometimes, I work too much and don't maintain a work-life balance."); and you shouldn't be so honest that you throw yourself under the bus ("I'm not a morning person so I'm working on getting to the office on time.")

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### Question #7

Would you like doing repetitive work?

### Answer:-

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

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### Question #8

Are you good at working in a team As Management Instructor?

### Answer:-

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

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

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### Question # 9

Did you get on well with your last manager?

### Answer:-

A dreaded question for many! When answering this question never give a negative answer. "I did not get on with my manager" or "The management did not run the business well" will show you in a negative light and reduce your chance of a job offer. Answer the question positively, emphasizing that you have been looking for a career progression. Start by telling the interviewer what you gained from your last job As Management Instructor

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# Question # 10

How do you deal with pressure or stressful situations?

# Answer:

Choose an answer that shows that you can meet a stressful situation head-on in a productive, positive manner and let nothing stop you from accomplishing your goals. A great approach is to talk through your go-to stress-reduction tactics (making the world's greatest to-do list, stopping to take 10 deep breaths), and then share an example of a stressful situation you navigated with ease.

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# Question # 11

How many basketballs would fit in this room?

# Answer:

One. You did not ask what is the maximum number of basketballs you can fit in the room.

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# Question # 12

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 # 13

If you were an animal, which one would you want to be?

# Answer:-

Seemingly random personality-test type questions like these come up in interviews generally because hiring managers want to see how you can think on your feet. There's no wrong answer here, but you'll immediately gain bonus points if your answer helps you share your strengths or personality or connect with the hiring manager. Pro tip: Come up with a stalling tactic to buy yourself some thinking time, such as saying, "Now, that is a great question. I think I would have to say..."

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### Question # 14

What do you already know about our company?

### Answer:-

Good reputation of a large home grown company that has various departments and product.

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### Question #15

Why are you interested in this type of job As Management Instructor?

### Answer:

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

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### Question # 16

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 #17

Why do you want to join our company?

### Answer:-

This is a question that is aimed at finding out whether you know enough about the company and the basic market. The best way to answer this question is to do some research on the company and highlight its positive points.

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### Question # 18

Why should I hire you As Management Instructor?

### 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 # 19

Describe a typical work week for this position As Management Instructor?

# Answer:

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position As Management Instructor you are applying for and how your current or past positions relate to it. The more you can connect your past experience with the job opening, the more successful you will be at answering the questions.

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# Question # 20

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 # 21

How would you rate your communication and interpersonal skills for this job As Management Instructor?

# 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 # 22

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 # 23

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 # 24

What kind of salary do you need As Management Instructor?

### 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 # 25

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 # 26

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

### Answer:-

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

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# Question # 27

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 # 28

Why should the we hire you as this position As Management Instructor?

# 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 # 29

Give an example of a time you successfully worked As Management Instructor 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 # 30

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 #31

How do you think I rate as an interviewer?

### Answer-

I think you did fine. I'm sure you've conducted a lot of interviews, and it's probably second nature for you now. Thanks for taking the time to meet with me today. I'm sure you have a lot of things you have to juggle every day.

I'd say you rate at least ten out of ten. The questions you asked seemed spot on. I can tell you guys are working hard to find the perfect applicant for the job. I'm glad I could meet with you.

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# Question # 32

What problems have you encountered at work?

### Answer:-

Wow, do we have problems! Where do I begin? Well, most of the problems are internal, just people not working well with each other. I have one person on our team who is a real problem, but it seems like management is afraid to do anything about it. So we all end up having to do extra work to cover for this person, who just doesn't work. We all say that he's retired in place. I think he's just holding on until retirement in a couple years. But he's a real problem. I complain about it--a lot--but nothing ever seems to get done. I've even written negative reviews about the person, hoping he will get canned, but it doesn't happen. I can't wait for him to retire.

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### Question # 33

What do you know about our company?

### Answer:-

You always want to make sure that you're pretty familiar with the company that you're interviewing with. Nothing looks worse than a candidate who knows nothing about the company they say they're interested in working for. Find out everything you can about the company, its culture and its goals. You will also want to know how the company is positioned in its market as well as who its major competitors are.

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# Question #34

What is your philosophy towards work?

### Answer:-

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

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# Question # 35

Tell us about a suggestion you have made that has benefited an organization you've worked for?

# Answer:

This is another opportunity to show the interviewer what you're capable of so make sure to be prepared for this type of question. Have an example ready and make sure its an example of a suggestion you've made that was accepted and that have positive influence. If you can come up with an example that relates to the position you're applying for that would be even better.

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# Question # 36

Explain me about a problem or disagreement you had with previous supervisor?

# Answer:

This question is trap. It is meant to see whether or not you'll speak poorly of an employer. No one wants to hire someone who's going to speak poorly of them down the road. Stay upbeat and positive - and most of all don't say anything negative about a previous employer.

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# Question # 37

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 # 38

Tell me about the most fun you have had on the job?

# Answer:

When answering this question, discuss situations where you completed tasks benefitting your previous employers.

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### Question #39

What has been your biggest professional disappointment?

### Answer-

When discussing a professional disappointment, make sure to discuss a scenario you could not control. Be positive about the experience and accept personal responsibility where applicable.

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# Question # 40

Why are you interested in working As Management Instructor for [insert company name here]?

### Answer:-

Bad Answer: They don't have a good reason, or provide a generic answer, "I think it represents a great opportunity."

Good answer: One that shows they've done research on the company, and are truly excited about specific things they can do at the job. This not only shows enthusiasm for the work and basic preparation skills, gives you clues about the cultural fit.

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# Question # 41

Who are your role models? Why?

### Answer-

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

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### Question # 42

What do you know about this company?

### Answer:-

Research the company on Google by searching recent news (to remain current on them) and their website. Make sure you understand their products / services, vision, competitive differentiators, and work culture.

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### Question # 43

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 # 44

How would you impact the company?

# Answer:-

Consider first the role that you're applying for and then think of 3 ways where you could potentially impact the company's bottom line and top line. Then consider how you impact the company in a creative manner (how do you help productivity, the development of new products, marketing etc - of course this part is specific to the role you're applying for)

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# Question # 45

What does "collaboration with teammates" mean to you?

# Answer:

Drinking at the water cooler together is not the best example. Think of how you can collaborate with teammates to generate new ideas, to create initiatives to impact the business' success for the better (specifically in the department that you're applying for). For example, if you're applying to marketing, collaboration could mean discussing new ways of social media advertising to reach an audience of over a million people to strengthen the brand awareness of the company.

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# Question # 46

Describe your academic achievements?

# Answer-

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

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# Question # 47

What is your perception of taking on risk?

# Answer:-

You 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 #48

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 # 49

Would you describe yourself as more analytical or interpersonal?

### Answer:-

If you answer either, just make sure you explain why. For example, "I would consider myself to be more analytical because I'm good at examining a data set and then understanding how to interpret it in a business environment." or "I'm more of interpersonal person because I enjoy working and collaborating with my teammates and clients"

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### Question # 50

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 # 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

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

# Answer:-

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

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# Question #53

Give me an example of how you handled pressure at work As Management Instructor?

# Answer:-

The company is looking to see if you can handle pressure well. Share with them an example where you were able to stay calm during a pressure filled situation (perhaps it was a deadline, or there was an emergency with a customer occurring). Discuss the situation, your reaction and steps you took to resolve it and the outcome.

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# Question # 54

What were the responsibilities of your last position As Management Instructor?

# Answer:

If you want to show your ambition, you can discuss how you haven't reached all of your goals yet and in that sense aren't satisfied. However, if you want to discuss satisfaction from your job discuss an experience in which you achieved something.

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# Question #55

What negative thing would your last boss say about you?

# Answer:

"He/She wouldn't say anything bad, but he/she may point out I could improve in a certain area, and I've taken steps to become better at those skills"

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# Question # 56



What is your greatest achievement outside of work As Management Instructor?

### 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 # 57

How do you feel about taking no for an answer?

### Answer:-

It's good to be persistent, but not overbearing. Everyone will face rejection at some point in their life, so at some point you'll have to take no for an answer but then learn why you were turned down.

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### Question # 58

Tell me the difference between good and exceptional?

### Answer:-

Good gets the job done on time and is high quality. Exceptional is a game changer - it stands out, it's creative, it's above and beyond expectations. Tell the interviewer a story about how you were exceptional.

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### Question # 59

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 # 60

What's the last book you read?

### Answer:-

Try to talk about a book related to the industry, for example, if you're applying for a role related to business, cite a business book.

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# Question #61

What do you like to do for fun?

# Answer:-

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

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# Question #62

If I were to give you this salary you requested but let you write your job description for the next year, what would it say?

# Answer:-

It should say the same thing - after all - if you think this salary is fair then it should suit the responsibilities!

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# Question # 63

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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# Question # 64

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 # 65



How does your present position differ from past ones?

Describe the difference with regards to responsibilities, culture, team, career opportunity, and the work itself.

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# Question #66

What aspect of supervision do you find the most difficult?

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

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# Question # 67

Are you aggressive?

# Answer:-

If you are, describe it through a story / experience that you had. If you aren't, then explain why you're not. If the job role asks for you to be aggressive/not aggressive and you're the opposite of it, explain how you would develop that characteristic. 

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- 1: <u>Training Coordinator Frequently Asked Interview Questions and Answers Guide.</u>
- 2 : Volunteer Coordinator Frequently Asked Interview Questions and Answers Guide.
- 3: <u>Technical Trainer Frequently Asked Interview Questions and Answers Guide.</u>

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