

# **Manager Computer Services Interview Questions And Answers Guide.**



**Global Guideline.**

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# Manager Computer Services Job Interview Preparation Guide.

### Question # 1

Describe what a "lot of work" looks like to you As Manager Computer Services?

#### Answer:-

Ideally you'd like to state that you can take on a lot of work - this shows your work ethic, but at the same time it's okay to tell them that you value work and life balance.

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### Question # 2

What critical component of this position As Manager Computer Services 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 Manager Computer Services (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 # 3

Top 17 Behavioral Interview Questions As Manager Computer Services:

#### Answer:-

Behavioral interviews As Manager Computer Services where popularized by industrial psychologists in the 1970s, and have been used at big companies like AT&T. The idea behind them is that past responses to situations are the best predictor of how candidates will respond in the future.

1. Tell me about a time you faced a conflict while working as part of a team.
2. Talk about a goal you set for yourself. What did you do to make sure you met the goal?
3. Give an example of a time when you had to work with someone with a very different personality from yours.
4. Talk about an instance where you wish you'd handled a situation differently with a team member.
5. What's the most difficult problem you have had to solve As Manager Computer Services?
6. Give an example of how you handled a situation where you needed information from a colleague who wasn't responsive.
7. Talk about a time when you had problems building a relationship with a key team member. What did you do?
8. Tell me about an instance when it was important to make a great impression on a client. What did you do?
9. Tell me about a situation where you had to work with a difficult client.
10. Tell me about a situation where you disappointed a client, and how you tried to fix it.
11. Talk about a time when you had to strategize to meet all your obligations.
12. Talk about a time when you failed at something. How did you react?
13. Talk about a time you took on a leadership role.
14. Tell me about a long-term project you oversaw. How did you keep it focused and on schedule?
15. Talk about a time when you were under a lot of stress. What caused it, and how did you manage?
16. Do you prefer to work alone or with others As Manager Computer Services?
17. Tell me about a time when you were overwhelmed by the amount of work on your agenda. How did you handle it?

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### Question # 4

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 it's an example of a suggestion you've made that was accepted and that has 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 # 5**

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 # 6**

Tell me about a decision you made recently and how you reached it As Manager Computer Services?

#### **Answer:-**

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

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### **Question # 7**

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 # 8**

Are you willing to work overtime or odd hours?

#### **Answer:-**

Be completely honest. You don't want to lie to get the job if you're not going to work the hours required.

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### **Question # 9**

What can you offer us that someone else can not?

#### **Answer:-**

Bad Answer: Going negative - if the candidate starts trash talking other candidates, it's a sure sign of a bad attitude. Also, if they can't provide a solid answer, it may show that they lack thorough knowledge of the skills the job requires, and an understanding of where they fit in.

Good answer: The candidate can name specific skills, abilities or understandings they have that apply directly to the job that other candidates are unlikely to have, or are in short supply.

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### **Question # 10**

What experience do you have As Manager Computer Services?

#### **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 # 11**

Do you consider yourself successful?

#### **Answer:-**

You should always answer yes to this question. Briefly explain why without going on and on. If you communicate that you're more successful than you really are you may come off as arrogant or unrealistic. A goof explanation is that you have set professional goals and that you have met some of these goals and are on track to meet more in the near future.

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### **Question # 12**

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 # 13**

Are you currently looking at other job opportunities?

#### **Answer:-**

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

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### **Question # 14**

If the company you worked for was doing something unethical or illegal, what would you do?

#### **Answer:-**

Report it to the leaders within the company. True leaders understand business ethics are important to the company's longevity

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### **Question # 15**

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 As Manager Computer Services, such as your strong work ethic or your willingness to pitch in on other projects when needed.

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### **Question # 16**

Describe your work ethic?

#### **Answer:-**

While discussing this, be sure to stress specific examples of what you bring to the company. Good qualities include resolve to fulfill job responsibilities, optimism, and a desire to be as efficient as possible while at work.

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### **Question # 17**

What makes you right for this position?

#### **Answer:-**

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

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### **Question # 18**

You have a project due in one hour but a more important emergency that affects business needs to be fixed immediately, what do you do?

#### **Answer:-**

Focus on the issue that impacts the business most first.

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### **Question # 19**

What have you done to improve your knowledge As Manager Computer Services in the last year?

#### **Answer:-**

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

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### **Question # 20**

Describe some problems you encountered in your most recent position As Manager Computer Services and how you resolved them?

#### **Answer:-**

Discuss your work experiences. The key is to show you're calm under pressure and can handle sensitive situations with a clear train of thought.

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### **Question # 21**

How do you adapt to new working environments As Manager Computer Services?

#### **Answer:-**

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

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### **Question # 22**

Tell me about a time you failed?

#### **Answer:-**

Everyone has failed, so don't play dumb or claim you've never messed up As Manager Computer Services. 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 # 23**

Tell us something about yourself?

#### **Answer:-**

Bad Answer: Candidates who ramble on about themselves without regard for information that will actually help the interviewer make a decision, or candidates who actually provide information showing they are unfit for the job.

Good answer: An answer that gives the interviewer a glimpse of the candidate's personality, without veering away from providing information that relates to the job. Answers should be positive, and not generic.

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### **Question # 24**

What five words would describe you as Manager Computer Services?

#### **Answer:-**

The hiring manager requests this of you because she wants to know more about your individual personality. This list can reveal a lot to her about who you are and how you might fit into the workplace. Your answer also gives the manager an indication of your self-perception, which is a good indicator of the type of employee you will be.

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### **Question # 25**

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 # 26**

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 # 27**

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 # 28**

How do you define arrogance? Are you arrogant?

#### **Answer:-**

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

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### **Question # 29**

How would you feel about working for someone who knows less than you As Manager Computer Services?



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### Answer:-

The reality is, the majority of the time someone is in a management/leadership position is because of their experience and past success. So they probably possess at least a unique set of knowledge from you. So you'll want to learn from them as much as possible. If it's not the case, then discuss how you would look for mentors in different departments to help your personal career development.

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### Question # 30

Have you ever been fired and if yes, why?

### Answer:-

Answer this as positively as possible and try to avoid disparaging the company you had previously worked for. The key is to accept the fact that yes, you were fired, but you've learned from the mistakes that got you there and you're better now because of it. If you haven't been fired, well, then this question's a piece of cake isn't it?

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### Question # 31

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 # 32

Where do you see yourself in five years As Manager Computer Services?

### 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 # 33

How have you shown yourself to be a leader?

### Answer:-

Think about a time where you've rallied a group of people around a cause / idea / initiative and successfully implemented it. It could be a small or large project but the key is you want to demonstrate how you were able to lead others to work for a common cause.

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### Question # 34

How important is a positive attitude to you?

### Answer:-

Incredibly important. I believe a positive attitude is the foundation of being successful - it's contagious in the workplace, with our customers, and ultimately it's the difference maker.

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### Question # 35

What is your greatest strength? How does it help you As Manager Computer Services?

### Answer:-

One of my greatest strengths, and that I am a diligent worker... I care about the work getting done.. I am always willing to help others in the team.. Being patient helps me not jump to conclusions... Patience helps me stay calm when I have to work under pressure.. Being a diligent worker.. It ensures that the team has the same goals in accomplishing certain things.

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### Question # 36

What challenges are you looking for in this position?

### Answer:-

A typical interview question to determine what you are looking for your in next job, and whether you would be a good fit for the position being hired for, is "What challenges are you looking for in a position As Manager Computer Services?" The best way to answer questions about the challenges you are seeking is to discuss how you would like to be able to effectively utilize your skills and experience if you were hired for the job. You can also mention that you are motivated by challenges, have the ability to effectively meet challenges, and have the flexibility and skills necessary to handle a challenging job. You can continue by describing specific examples of challenges you have met and goals you have achieved in the past.

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### Question # 37



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What type of extracurricular activities are you a part of?

**Answer:-**

Discuss the clubs / activities you were in, share a personal story about why you enjoyed it and then describe how it's helped shape you to be who you are today. For example, I enjoyed rock climbing because it taught me the value of practicing hard at a sport to become skilled in it. I bring this same diligence to my work approach today as well.

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**Question # 38**

How do you feel about taking on repetitive tasks As Manager Computer Services?

**Answer:-**

This answer depends on whether or not the job has a lot of repetitive tasks with no variation. If it does, then you would need to be okay with the idea of doing the same task over and over again. If you feel you can offer more than repetitive work, then describe how you would be able to do so.

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**Question # 39**

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 # 40**

Why are you interested in this type of job As Manager Computer Services?

**Answer:-**

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

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**Question # 41**

How do you imagine a typical day of an employee in our company As Manager Computer Services?

**Answer:-**

Just do not say that you imagine to only walk and watch what people do. Rather try to show them your attention to details and proactive attitude to job. Mention that you would try to observe the problems, weaknesses as well as opportunities to improve the results and take measures according to it.

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**Question # 42**

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 # 43**

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 # 44**

Tell me about the last time you missed a goal or deadline?

**Answer:-**

Unless you're a completely perfect person, chances are you've messed up before on a goal/deadline. If so, discuss how you fell short and what you would have done in retrospect to achieve it.

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**Question # 45**

What are your personal skills which make you a candidate for the position As Manager Computer Services?

**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 # 46**

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 # 47**

What other jobs are you applying for As Manager Computer Services?

#### **Answer:-**

If you're applying with other similar companies in a similar or the same industry, it's actually okay to state that as it shows you're valued and wanted.

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### **Question # 48**

Are You a 'People' Person?

#### **Answer:-**

Although it may be phrased a little differently, the gist of this question is clear:

Do you like being around people? If you don't, being a medical assistant isn't a good fit for you. After all, you'll be working directly with patients throughout the day. It helps a lot if you sincerely like interacting with them. While answering this question, make sure to mention that you like helping people too. This will drive home the point that you are a talented medical assistant and would be a valuable part of the team As Manager Computer Services.

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### **Question # 49**

How do you ensure all of your work gets accomplished in a productive manner?

#### **Answer:-**

The key is to prioritize what's important in your work and to stay organized to accomplish the tasks. A strong work ethic also helps.

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### **Question # 50**

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 # 51**

What is your greatest weakness As Manager Computer Services? What are you doing to improve it?

#### **Answer:-**

I believe my biggest weakness As Manager Computer Services 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 # 52**

What was the most important task you ever had?

#### **Answer:-**

There are two common answers to this question that do little to impress recruiters:

\* 'I got a 2.1'

\* 'I passed my driving test'

No matter how proud you are of these achievements, they don't say anything exciting about you. When you're going for a graduate job, having a degree is hardly going to make you stand out from the crowd and neither is having a driving licence, which is a requirement of many jobs.

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### **Question # 53**

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 # 54**





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

**Answer:-**

Both are important. You need to stress that. However, if you could only choose one, ask yourself As Manager Computer Services - 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 # 55**

Do you think you have enough experience As Manager Computer Services?

**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 # 56**

What would you do if our competitor offered you a position As Manager Computer Services?

**Answer:-**

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

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**Question # 57**

What techniques and tools do you use to keep yourself organized As Manager Computer Services?

**Answer:-**

Utilizing a calendar, having a notebook with your "to do" list, focusing on your top 3 priorities each and every day, utilizing a systematic way of storing documents on your computer (like box.net)

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**Question # 58**

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 # 59**

How do you handle stressful situations?

**Answer:-**

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

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**Question # 60**

Do you have any question regarding this job As Manager Computer Services?

**Answer:-**

Never ask Salary, perks, leave, place of posting, etc. regarded questions. Try to ask more about the company to show how early you can make a contribution to your organization like. "Sir, with your kind permission I would like to know more about induction and developmental programs?" OR Sir, I would like to have my feedback, so that I can analyze and improve my strengths and rectify my shortcomings.

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**Question # 61**

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 # 62**

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 # 63

What are three positive things your last boss would say about you?

#### Answer:-

It's time to pull out your old performance appraisals and boss's quotes. This is a great way to brag about yourself through someone else's words: "My boss has told me that I am the best designer he has ever had. He knows he can rely on me, and he likes my sense of humor."

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### Question # 64

What aspect of supervision do you find the most difficult?

#### Answer:-

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

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### Question # 65

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 # 66

Do you think a leader should be feared or liked?

#### Answer:-

Liked. You want to work harder for people that inspire and motivate you. Fear only lasts for so long.

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### Question # 67

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 # 68

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 # 69

Explain an occasion when you had to adapt in the face of a difficult situation?

#### Answer:-

One of the most useful interview tactics is to remain positive about your work and achievements. This question lets the candidate draw on their own personal history to show how they have been positive and successful in the face of difficulties. Choose a specific occasion to describe, rather than dealing with generic platitudes.

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### Question # 70

What was the biggest professional risk you have taken and what was the outcome?

#### Answer:-

First discuss how you weighed the pros and cons of the risk and the results you'd believe you could achieve. Then discuss the action plan you put into place for it and outline that step by step. Then discuss the outcome and if it wasn't optimal talk about what you would do differently in hindsight.

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### Question # 71

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 # 72**

How would you go about establishing your credibility quickly As Manager Computer Services with the team?

#### **Answer:-**

Fully understand my responsibilities, work hard and exceed expectations, learn as much as possible, help others as much as possible, understand what my teammates' goals and needs are, be on time, and gain a mentor.

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### **Question # 73**

What are your salary expectations As Manager Computer Services?

#### **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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