

# **Purchasing Interview Questions And Answers Guide.**



**Global Guideline.**

**<https://globalguideline.com/>**



# Purchasing Job Interview Preparation Guide.

### Question # 1

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 In Purchasing. And second thing is that nothing is interesting in the life till we are not interested.

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### Question # 2

How much are you willing to sacrifice to be successful at work In Purchasing?

#### Answer:-

With anything comes sacrifice. The questions is how much of it are you willing to sacrifice with regards to work life balance, stress, etc?

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### Question # 3

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 # 4

What do you consider to be your greatest achievement so far and why?

#### Answer:-

Be proud of your achievement, discuss the results, and explain why you feel most proud of this one. Was it the extra work? Was it the leadership you exhibited? Was it the impact it had?

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### Question # 5

Top 12 Stress Based Interview Questions In Purchasing:

#### Answer:-

Some jobs require employees to work under stress, and some interviewers just like to see how applicants handle stressful questions.

There are many questions designed for putting the interviewee into an awkward situation, or throwing them off, to see how they do under stress. Here are some samples.

1. How do you feel this interview is going In Purchasing?
2. How would you handle undeserved criticism from a superior?
3. How many other jobs are you applying for?
4. What would you do if you saw a colleague stealing supplies or equipment?
5. What did you do when you had a boss you didn't get along with?
6. What would you do if a colleague took credit for your idea, and got a promotion?
7. Was the stress of your previous job too much for you?
8. What would you do if a colleague admitted to lying on their resume to get the job?
9. What would you do if a customer verbally insulted you in front of co-workers?
10. What would you change about the design of a baseball hat?
11. Why were you fired from your previous job In Purchasing?
12. How successful do you think you've been so far?

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### Question # 6

Why are you interested in working In Purchasing for [insert company name here]?



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### **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 # 7**

Tell me about a time when you helped resolve a dispute between others?

### **Answer:-**

Be sure to discuss a very specific example. Tell the interviewer what methods you used to solve the problem without focusing on the details of the problem.

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### **Question # 8**

How do you evaluate success In Purchasing?

### **Answer:-**

I evaluate success In Purchasing in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that the Global Guideline company is recognized for not only rewarding success but giving employees opportunity to grow as well.

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### **Question # 9**

How do you believe you would benefit our organization?

### **Answer:-**

This is a great question that provides you the opportunity to put your best foot forward, to tell the interviewer why he or she should consider hiring you for the job. Make sure you're well prepared for this question as you won't likely get a second chance to really shine.

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### **Question # 10**

What do you consider to be your greatest strength?

### **Answer:-**

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

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### **Question # 11**

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 # 12**

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 # 13**

What did you dislike about your old job?

### **Answer:-**

Try to avoid any pin point , like never say "I did not like my manager or I did not like environment or I did not like team" Never use negative terminology. Try to keep focus on every thing was good In Purchasing , I just wanted to make change for proper growth.

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### **Question # 14**

Tell me about a time you had to fire a friend?

### **Answer:-**

Hopefully you've never had to do this, but if you did, talk about how hard it was personally to fire anyone but that you did it objectively.

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### **Question # 15**

How do you think you might fit this position In Purchasing?

#### **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 In Purchasing. Answer positively; including practical examples of how you anticipate you would perform in the new role.

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### **Question # 16**

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 # 17**

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

#### **Answer:-**

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

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### **Question # 18**

Tell me about a time when you had to think strategically?

#### **Answer:-**

There was a time when I was told I had to get rid of 20% of my people. I had to determine which persons I needed the most by determining who could do what. I had to put aside personal feelings so that I could keep a working crew to handle the same workload with less people.

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### **Question # 19**

Why are you leaving last job?

#### **Answer:-**

Although this would seem like a simple question, it can easily become tricky. You shouldn't mention salary being a factor at this point In Purchasing. If you're currently employed, your response can focus on developing and expanding your career and even yourself. If you're current employer is downsizing, remain positive and brief. If your employer fired you, prepare a solid reason. Under no circumstance should you discuss any drama or negativity, always remain positive.

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### **Question # 20**

What motivates you at the work place?

#### **Answer:-**

Keep your answer simple, direct and positive. Some good answers may be the ability to achieve, recognition or challenging assignments.

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### **Question # 21**

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 # 22**

Give me a specific example of a time when you had to conform to a policy with which you did not agree?

#### **Answer:-**

You want to first understand why the policy was put into effect. From there, if you truly disagree with it, explain your position to your management. If they don't change it, then you must accept their decision and continue to work or the alternative decision would be to find a new job.

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### **Question # 23**

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 # 24**

What types of situations do you consider "unfixable"?

#### **Answer:-**

Most situations are "fixable" - the ones that are not are typically related to business ethics (someone is cheating the company, someone is stealing, etc)

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### **Question # 25**

What are your presentation skills like In Purchasing?

#### **Answer:-**

Make sure you share a story that demonstrates your presentation skills in front of many people. If you are really brave, offer to give a snippet of that presentation to the interviewer. This will definitely be different from what most people do.

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### **Question # 26**

What did you major in and why?

#### **Answer:-**

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

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### **Question # 27**

What are you passionate about?

#### **Answer:-**

Ask yourself - what are your core passions that you wake up excited to act on each and every day? Ask yourself what makes you happy or drives you - is it helping others? Is it making money? Is it creating something? Is it about changing the world? Etc.

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### **Question # 28**

Explain a time when you did not get along with your coworker?

#### **Answer:-**

I used to lock heads with a fellow. We disagreed over a lot of things - from the care of civilians to who got what shifts to how to speak with a victim's family. Our personalities just didn't mesh. After three months of arguing, I pulled her aside and asked her to lunch. At lunch, we talked about our differences and why we weren't getting along. It turns out, it was all about communication. We communicated differently and once we knew that, we began to work well together. I really believe that talking a problem through with someone can help solve any issue.

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### **Question # 29**

How would you be an asset to us In Purchasing?

#### **Answer:-**

Think again about the job specification and the skills needed for this role In Purchasing. Have a paragraph prepared highlighting how you will be able to do the job and what you can bring to the team. It goes without saying that this paragraph should be positive.

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### **Question # 30**

What type of personalities do you work best with and why?

#### **Answer:-**

Think of which personalities you work best with (do you like outgoing, collaborative, personable working relationships and so forth?)

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### **Question # 31**

How long do you envision yourself staying with this company?

#### **Answer:-**

Understand that companies invest a lot of money into hiring the right staff. You want to emphasize that you are in it for the long run and you want to develop a career there and that it's not just a "5 month stepping stone" type of a job. You should be thinking how you're going to grow with that company. After all, don't you want to invest your energy and time with a company that is going to continue to be successful and one that will help you grow?

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### **Question # 32**

What are your salary requirements In Purchasing?

#### **Answer:-**

The #1 rule of answering this question is doing your research on what you should be paid by using site like Global Guideline. You'll likely come up with a range, and



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we recommend stating the highest number in that range that applies, based on your experience, education, and skills. Then, make sure the hiring manager knows that you're flexible. You're communicating that you know your skills are valuable, but that you want the job and are willing to negotiate.

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### **Question # 33**

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 # 34**

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

**Answer:-**

I would define team work as getting the job done In Purchasing 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 # 35**

What classes did you enjoy most in college and why?

**Answer:-**

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

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### **Question # 36**

What are ideas or initiatives you've led and what was the outcome?

**Answer:-**

Describe your most unique ideas and initiatives that had the best results for the company. Make sure you highlight your creativity, your results, your diligence and your ability to execute.

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### **Question # 37**

How do you inspire others to be better?

**Answer:-**

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

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### **Question # 38**

What motivates you to succeed?

**Answer:-**

Your interviewer will likely want to know the reasons why you will remain motivated to do your best during your employment with the company In Purchasing. Perhaps you are interested in being challenged, but you may also have interest in being recognized for your hard work in the form of the number of sales you can attain. A great example answer for this question is "I always do my best in everything, including my job. I take pride in my success, and I also want the company for which I work to be successful. Being affiliated with a company that is known for its excellence is very important to me."

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### **Question # 39**

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 # 40**

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 # 41**

What's a time you disagreed with a decision that was made at work?

#### **Answer:-**

Everyone disagrees with the boss from time to time, but in asking this interview question In Purchasing, hiring managers want to know that you can do so in a productive, professional way. "You don't want to tell the story about the time when you disagreed but your boss was being a jerk and you just gave in to keep the peace. And you don't want to tell the one where you realized you were wrong." Tell the one where your actions made a positive difference on the outcome of the situation, whether it was a work-related outcome or a more effective and productive working relationship.

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### **Question # 42**

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 # 43**

What do you aspire to be?

#### **Answer:-**

Discuss your aspirations for the near, immediate and long term. You want to show them you are thinking of making an impact now as well as the future.

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### **Question # 44**

Do you like being around people?

#### **Answer:-**

People skills are a necessity for medical assistants. When answering this question, be sure to show that you enjoy interacting and working with others and that you also derive great enjoyment from helping others. This will show that you are a team player and that you would be a valuable team member In Purchasing.

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### **Question # 45**

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 # 46**

What type of mentors do you seek out and why?

#### **Answer:-**

Think of your top 3 mentors and what attributes they exhibit that you want to emulate. Common attributes include passion, desire, will, leadership, ability to influence others, intelligence.

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### **Question # 47**

What kind of salary do you need In Purchasing?

#### **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 # 48**

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 # 49**

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 # 50**

Do you think you have enough experience In Purchasing?

#### **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 # 51**

Why are you leaving your current job?

#### **Answer:-**

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

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### **Question # 52**

How have you changed in the last five years?

#### **Answer:-**

All in a nutshell. But I think I've attained a level of personal comfort in many ways and although I will change even more in the next 5-6 years I'm content with the past 6 and what has come of them.

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### **Question # 53**

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

#### **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 # 54**

What's your salary history?

#### **Answer:-**

When you are interviewing for a new job, it is common practice for the company to ask you about your salary history. I typically want to know what the candidate's base salary is, if they receive any bonus, the average bonus amount, and any additional compensation or perks, such as 500k matching, stock grants or stock options, paid time off and how much they are required to pay towards their medical premiums.

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### **Question # 55**

What is your desired salary In Purchasing?

#### **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 # 56**

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 # 57**





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What would your first 30, 60, or 90 days look like in this role In Purchasing?

**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 # 58**

What type of work environment do you prefer?

**Answer:-**

Ideally one that's similar to the environment of the company you're applying to. Be specific.

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**Question # 59**

What features of your previous jobs have you disliked?

**Answer:-**

It's easy to talk about what you liked about your job in an interview, but you need to be careful when responding to questions about the downsides of your last position. When you're asked at a job interview about what you didn't like about your previous job, try not to be too negative. You don't want the interviewer to think that you'll speak negatively about this job or the company should you eventually decide to move on after they have hired you.

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**Question # 60**

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 # 61**

Have you got any questions?

**Answer:-**

This is your final opportunity to persuade the interviewer that you are the right candidate for the job. Now is not the time to ask questions about holidays, pay or pensions - all these things can be asked later when you get an offer of employment. Now is the time to ask about any reservations that the interviewer may have about your suitability for the role. You will then give yourself one last chance to persuade the interviewer that you are the right candidate for the job.

Example Thank you. I think we have covered everything. Before we finish the interview I would like to take the opportunity to ask if you have any reservations about my suitability for this role?

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**Question # 62**

What's a time you exercised leadership?

**Answer:-**

Depending on what's more important for the 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 # 63**

Are you planning to continue your studies and training In Purchasing?

**Answer:-**

If asked about plans for continued education, companies typically look for applicants to tie independent goals with the aims of the employer. Interviewers consistently want to see motivation to learn and improve. Continuing education shows such desires, especially when potentials display interests in academia potentially benefiting the company.

Answering in terms of "I plan on continuing my studies in the technology field," when offered a question from a technology firm makes sense. Tailor answers about continued studies specific to desired job fields. Show interest in the industry and a desire to work long-term in said industry. Keep answers short and to the point, avoiding diatribes causing candidates to appear insincere.

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**Question # 64**

What is your biggest achievement?

**Answer:-**

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

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### **Question # 65**

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 # 66**

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 # 67**

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 # 68**

How much do you expect to get paid In Purchasing?

#### **Answer:-**

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

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### **Question # 69**

How would you define success?

#### **Answer:-**

Success is defined differently for everybody. Just make sure the parameters are defined by you with regards to work life balance, financial gain, career growth, achievements, creating meaningful work / products and so forth. If you can clearly articulate what it means to you that is a strong answer.

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### **Question # 70**

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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