

Research Officer Interview Questions And Answers Guide.



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Research Officer Job Interview Preparation Guide.

Question # 1

Tell me what field experience do you have as Research Officer?

Answer:-

I have been working with computers since 2001. I also have a degree in network support/computer repair. I have built my last 3 computers, have work with Dell as an employee. So I have around 15 years experience working with computers.

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Question # 2

What do you consider to be your biggest weakness as Research Officer?

Answer:-

This can be a tricky question to respond to, if you suggest you have no weaknesses you're going to appear as a liar or egotistical. You should respond realistically by mentioning small work related weaknesses. Although many try to answer using a positive skill in disguise as a weakness, like "I expect co-workers to have the same commitment" or "I am a perfectionist". However, it is recommended that there is some honesty and the weaknesses are true, and then emphasize on how you have overcome it or working to improve it. The purpose of this question is to see how you view and evaluate yourself.

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Question # 3

As Research officer, please tell me about yourself?

Answer:-

It seems like an easy interview question. It's open ended: "I can talk about whatever I want from the birth canal forward. Right?"

Wrong. What the hiring manager really wants is a quick, two- to three-minute snapshot of who you are and why you're the best candidate for this position.

So as you answer this question, talk about what you've done to prepare yourself to be the very best candidate for the position. Use an example or two to back it up. Then ask if they would like more details. If they do, keep giving them example after example of your background and experience. Always point back to an example when you have the opportunity.

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Question # 4

Tell us what experience do you have in this field/Research officer position?

Answer:-

Hopefully if you're applying for this position you have bags of related experience, and if that's the case you should mention it all. But if you're switching careers or trying something a little different, your experience may initially not look like it's matching up. That's when you need a little honest creativity to match the experiences required with the ones you have. People skills are people skills after all, you just need to show how customer service skills can apply to internal management positions, and so on.

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Question # 5

Tell us what are you like working in a team?

Answer:-

Your answer is of course that you are an excellent team player; there really is no other valid answer here as you will not function in an organization as a loner. You may want to mention what type of role you tend to adopt in a team, especially if you want to emphasize key skills such as leadership. Be prepared to give specific examples in a very matter of fact sort of way.

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Question # 6

Many of the job placement officer responsibilities involve communicating with job applicants, other recruiters, and human resources officers at various companies. What communication and interpersonal skills do you have to perform these duties well?

Answer:-



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I'm a "people person" and I enjoy engaging with various people to accomplish a specific task. I feel very comfortable in all forms of written and spoken communication. Additionally, I've volunteered in my university's career services office, so I have a good idea of how job placement works and experience helping the career services officers. I feel I can communicate in a clear and professional way with a variety of people, and I'm always ready to learn more.

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Question # 7

Tell me are you prepared to help candidates finesse their resumes? Do you feel you can provide helpful interviewing tips to candidates?

Answer:-

My work in the career services office included helping students create resumes, so I feel very comfortable with that. Additionally, I've spent a lot of time being a practice interviewer for students to prepare them for the real thing. I feel comfortable talking with people and giving advice, and I feel my previous experience gives me a lot of knowledge to share with candidates.

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Question # 8

Can you tell me what are your plans for research?

Answer:-

This question is obviously asking you to look forward to the future, so drawing up one year, five year and ten year research plans is helpful before going into an interview. (If you are completing a PhD and looking for your first job this might sound a little excessive, but believe me, it will make you stand out and be taken seriously). They will not just want to hear about the topics you wish to cover but will crucially be interested in two other areas: research funding and your output (i.e. publications). As well as telling them about your exciting projects, tell them how you're going to pay for them (which grants you will apply for) and what published benefits there will be in concrete terms. Aim high at this point; you don't want to sell yourself short. You can write that monograph or get an article into a world-renowned journal. The scope of your ambition will help to sell you as the ideal candidate here, so don't worry about sounding arrogant.

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Question # 9

What are your career goals for Research officer? (Where do you see yourself in five years' time?)

Answer:-

This is interview question about your career goals. What the interviewer really wants is to see that you've thought about your future, and gauge your ambition. They also want to verify that this isn't just a stop gap position.

Although all of your answers should be tailored to the organization and position you've applied for, this is especially the case with this question. If you're going for an entry level position, for example, explain how you'd like your career to progress (e.g. 'I'd like to progress to a Senior Software Engineer' or 'I see myself being a team leader...').

If you're going for a more senior position, explain how you'd be looking to move the company forward. Have a look at their business strategy or corporate objectives before the interview, and explain how you can help in achieving them.

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Question # 10

Tell me why are you looking for another job (or why did you leave your previous job)?

Answer:-

On the surface, this appears to be a simple question, yet it is easy to slip. I would suggest not mentioning money at this stage as you may come across as totally mercenary. If you are currently employed, you can say it's about developing your career and yourself as an individual. If you are in the unfortunate position of having been downsized, stay positive and keep it brief. If you were fired, you should have a solid explanation. whatever your circumstances, do not talk about the drama but remember to stay positive.

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Question # 11

Can you tell me what kind of decisions do you find most difficult to take?

Answer:-

There is no right or wrong answer here. The logic behind this type of question is that your past behaviour is likely to predict what you will do in the future. What the interviewer is looking for is to understand what you find difficult.

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Question # 12

You will be responsible for interviewing candidates and learning about their interests, skills, and experience in order to find appropriate jobs. What skills do you have that will help you perform this task well?

Answer:-

I've done a lot of research on personality types, industries, careers, and what sort of skills are required in a variety of fields. It's a subject I find very interesting, so I'm dedicated to learning as much as possible. I've taken a few courses that covered common personality traits and how they apply to careers. Helping people find a career they'll love and excel in is something I'm very passionate about, so I'm excited to learn more about how to place candidates in the right positions.

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Question # 13

Tell me how does your work fit with the group/department/university?

Answer:-

Interviewers don't recruit candidates who see themselves in solipsistic isolation. So, based on all your preparatory research into this employer, identify the specific ways that your work aligns with their needs and priorities. Think about: particular specialisms, research clusters, possible collaborations, undergraduate or graduate



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curricula, interdisciplinary links with other departments, outreach initiatives, etc. Don't turn this into a conceptual answer - ground what you say in a couple of specific, tangible examples.

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Question # 14

Explain me another part of your job will be conducting interviews with potential candidates. What ideas do you have to ensure the interview gives you the information you need to determine a candidate's qualifications for a specific job?

Answer:-

I think it's important for an interview to be thorough and to encourage candidates to answer honestly. I'd make sure to ask the candidates why they are applying for the job and what they know about the industry and company. I'd also ask specific questions about how a candidate believes her or his work experience would be beneficial in the new position. I feel it's important to allow candidates to ask questions as well, both to help them feel comfortable and to gauge their overall interest in the job based on the questions they ask.

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Question # 15

You'll be expected to know about new job opportunities as they become available so you can match them with candidates. How do you plan to stay up-to-date on the job market?

Answer:-

I'm proactive about all my tasks, and I am a dedicated researcher. I plan to regularly contact each organization I work with to stay updated with job opportunities. Also, I subscribe to several publications relating to the economy and job market, so I'll most definitely use that information as well.

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Question # 16

Sample records managers based Research Officer Job Interview Questions:

Answer:-

- * Could you describe the range of recordkeeping systems used in the organisation?
- * Is records management software used in the organisation? Which sections use this system? What software or systems does it integrate with?
- * Is electronic recordkeeping used in the organisation?
- * What retention and disposal authorities do you have which cover records produced in the course of current and (if appropriate) historical business activity?
- * Does the organisation have difficulty producing records when they are required (eg for litigation, audit, Ministerial or Parliamentary briefing, reporting)? If so, why do such difficulties occur?
- * In a general sense, are the recordkeeping systems operating in your organisation adequate to meet the requirements of the organisation? Could you give more details?
- * Does the organisation have formal recordkeeping procedures for staff to follow? If so, are these up to date and adequate?
- * What level of prominence, resources and support from management do the staff responsible for recordkeeping have within the organisation?
- * Are any of the organisation's recordkeeping requirements documented?
- * Have you ever assessed corporate business information systems against recordkeeping requirements?
- * Are disposal activities regularly undertaken?
- * Do you regularly assess the effectiveness of your records management program?
- * Have you assessed the organisation's use of metadata?
- * What are frequent records management problems or concerns that you are aware of?
- * Are there formal policies governing records management?
- * What is management's perception of records management?
- * Is the organisation compliant with State Records' records management standards?
- * Is a thesaurus or other tool used to control file titling?
- * Is the Records Management Unit consulted when new systems are purchased or developed?
- * Where are the organisation's record, both paper and electronic, stored?
- * What is the proportion of electronic records in the organisation?
- * What strategies have previously been employed to improve organisational recordkeeping?
- * What key records management objectives would you like to see the organisation obtain?

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Question # 17

Sample senior managers based Research Officer Job Interview Questions:

Answer:-

- * What are the core areas of responsibility for the organisation?
- * What are the reporting lines within the organisation and to external authorities?
- * Does the organisation consider itself to be in a highly regulated environment?
- * What is the organisation's attitude towards the degree of regulation?
- * Who are the organisation's stakeholders?
- * How does the organisation manage its external compliance regime (eg managing its performance in relation to the regulatory environment, audits, standards and best practice)?
- * Does the organisation operate in a litigious environment?
- * If so, can you give a general description of how it manages claims made against it (eg through one unit such as a legal team)? What are examples of recent litigation it has been subject to?
- * Does the organisation have a risk management plan? Can you outline its major features and provide a copy?
- * How are risks monitored and managed in the day to day operation of the organisation's business?
- * What are the high risk elements of the organisation's business? Where in the structure of the organisation are high risk activities or processes performed or concentrated?
- * Are there special policies or procedures in place to help officers contribute to external compliance or risk management within the organisation? If so, what are they?
- * What role does recordkeeping play in managing risks and external compliance within the organisation?
- * How does the organisation obtain feedback from its clients?
- * How does it gauge community attitudes in relation to its performance?



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- * Has the organisation established any advisory or consultative bodies that address or represent community concerns in relation to the business activity or activities of the organisation. If so, what are they?
- * Does the organisation have any statements about community relations or any special agreements or undertakings with clients or stakeholders that are documented (eg memorandum of understanding with stakeholders, service charters)?
- * Is the organisation subject to frequent Parliamentary or Ministerial scrutiny? If so, give examples. How does the organisation manage its reporting to the Parliament and the government?
- * Is the business of other organisations reliant on the activities of your organisation? If so, describe how.
- * Has the organisation conducted internal reviews or audits concerning its performance and accountability recently? If so, what were the conclusions of review/report? (Get a copy if relevant).
- * What degree of technological currency and competence does the organisation display?
- * What are the organisation's current priorities and goals?
- * Can you refer me to internal publications that will help define, at a detailed level, the organisation's business activity and recordkeeping requirements (eg policies and procedures, publications for clients or the community in general, technical codes or standards)?
- * Can you refer me to any historical publications about the organisation?

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Question # 18

Operational and Situational Research Officer Job Interview Questions:

Answer:-

- * Describe your experience with statistics and how it relates to this position.
- * Talk about the differences between qualitative and quantitative market research.
- * Walk me through your process for forecasting the sales of a new product.
- * Talk about a product that you think is marketed well. What kind of research contributed to those results?
- * What product is not marketed well? What would you do to improve their strategy?
- * What is the first thing you do when looking at a new data set?
- * Have you ever persuaded management not to release a product due to your findings? What was the outcome?
- * What data collection methods worked well at your previous position? What didn't work so well?
- * How would you approach building a market in a new city? What information would you like to have to determine the best possible fit?
- * How would you approach analyzing our customers and competitors?
- * What do you think of our current marketing strategy? What would you do differently?

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Question # 19

Sample business managers and action officers based Research Officer Job Interview Questions:

Answer:-

- * What functions and activities is your area responsible for?
- * What specific processes do you follow when performing these activities? (Ask only if you are interested in identifying and mapping work processes in a particular area of business.)
- * Do you have procedures that guide your work?
- * Have you or other staff done a risk assessment of your activities?
- * Do you administer any legislation?
- * Is your work governed by any best practice standards?
- * Are there any compliance checks made on your work?
- * Do you interact with other business areas when performing your activities?
- * Do you interact with external organisations when performing your activities?
- * What business information systems do you use?
- * Do you find these systems to be adequate?
- * What problems have previously arisen with these systems?
- * Do you provide services to the public?
- * Who are your key stakeholders? What influence do they have over your operations?
- * Has your area been subject to any litigation?
- * Are consultants employed to carry out any of your work?
- * What records do you create and why?
- * What records do you refer to, if not create? Eg applications received from clients, reports from other areas of your organisation, records of previous contact with a client
- * What recordkeeping system(s) do you use?
- * Do you regard your recordkeeping as adequate - ie do you always have the evidence and information you need to meet your business needs?
- * Can you always find information when you require it? If not, what are the problems that affect information access?
- * How long do records need to be kept to meet your specific business needs?
- * Are your records referenced and used by other areas of the organisation?

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Question # 20

Please tell me are you applying for other jobs?

Answer:-

If you are serious about changing jobs then it is likely that you are applying to other positions. It is also a way of showing that you are in demand. Be honest but don't go into too much detail; you don't want to spend a great deal of time on this. If asked about names of who you have spoken to, it is absolutely legitimate to say you prefer not to disclose that information at this stage.

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Question # 21

What do you see yourself doing in five years as Research Officer?

Answer:-



This is another question looking towards job commitment. Some people go through jobs like socks because they don't have a life plan, and your answer can show insight into this. It can also be used for finding out if you are the type that sets goals at all in life, because those that make long-term goals are usually more reliable. Also, your goals can provide insight on your personality too.

You should respond with an answer that shows progression in your career is on track with your route in the company. It's important to do your research on company prospects, this way you understand what to expect and if it's in your long-term goal. Interviewers don't want to set you on a path that won't provide the results you want, resulting in you resigning.

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Question # 22

Tell me why do you believe we should hire you as Research Officer?

Answer:-

This question needs to be carefully answered as it is your opportunity to stick out from the rest of the applicants. You should focus on skills that you have, including those not yet mentioned. Simply responding "because I'm really good" or "I really need a job" isn't going to work. You shouldn't assume the skills of other applicants or their strengths, focus on yourself. Tell the interviewer why you are a good fit for the position, what makes you a good employee, and what you can provide the company. Keep it brief while highlighting achievements.

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Question # 23

Tell me what is your greatest accomplishment that related to Research officer?

Answer:-

This is somewhat similar to the "what is your greatest strength?" question and can be handled along the same lines. You want to pick an accomplishment that shows you have the qualities that the company puts value in and that are desirable for the position you're interviewing for. The fact is you may have several accomplishments you could pick from. Pick one that will have the most impact.

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Question # 24

Can you tell me regarding salary, what are your expectations?

Answer:-

This question is always a tricky one and a dangerous game to play in an interview. It is a common mistake to discuss salary before you have sold yourself, and like in any negotiation, knowledge is power. Do your homework and make sure you have an idea of what this job is offering. You can try asking them about the salary range. If you want to avoid the question altogether, you could say that at the moment, you are looking to advance in your career and money isn't your main motivator. If you do have a specific figure in mind and you are confident you can get it, then it may be worth going for it.

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Question # 25

Tell me if we offered you this job, would you accept it?

Answer:-

This isn't a trick question, and the best response isn't necessarily just to say yes, without hesitation. There are innumerable factors that could have a bearing on what you might say, not least the vexed issue of waiting to hear back about other applications. But let's not assume that being honest is always a bad thing. The crucial point is that, before you get in the room, you should take time to think through whether you would accept the job, and to discuss it with peers and mentors.

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Question # 26

Tell us are you willing to travel or relocate if necessary?

Answer:-

This is something you need to have very clear in your mind prior to the meeting. There is no point in saying yes just to get the job if the real answer is actually no. Just be honest as this can save you problems arising in the future.

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Question # 27

Can you tell me who are our main competitors?

Answer:-

This shows you really understand the industry and the main players. Think about a few and say how you think they compare (similarities, differences). This is a good opportunity to highlight what you think are the company's key strengths.

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Question # 28

Why are you leaving last job as Research Officer?

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. 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 # 29



Tell me about your ability to work under pressure as Research Officer?

Answer:-

Pressure is actually a catalyst to my work. When there is an imperative deadline, I refocus my energy into my work which in fact, has helped me to produce some of my best works. (Give examples) I guess you can say I thrive under pressure.

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Question # 30

Can you tell me what would your previous co-workers say about you?

Answer:-

This is not the arena for full disclosure. You want to stay positive and add a few specific statements or paraphrase. Something like "Joe Blogs always mentioned how reliable and hard working I was" is enough.

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Question # 31

Tell me what will you do if something goes wrong?

Answer:-

What happens if your hypothesis is wrong? Your experiments fail? You can't get access to the archive you need? Your grant is unsuccessful? Don't pretend that your research is impervious to failure. Doing so will probably come across as denial or, worse, a lack of self-awareness. What matters is how you handle setbacks, and how you plan to overcome predictable hiccups.

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Question # 32

Tell me what makes you different from the other candidates?

Answer:-

Although I am an all-rounder and could contribute to departmental life in many ways, I know that I have the international research profile that you are looking for.

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Question # 33

Explain me how do you handle stressful situations and working under pressure?

Answer:-

There are several ways of addressing this one. You may be the sort of person that works well under pressure; you may even thrive under pressure. Whatever the case, make sure you don't say you panic. You want to give specific examples of stressful situations and how well you dealt with them. You may also want to list a few tools you use to help you, such as to-do lists, etc. It is alright to say that you will ask for assistance when the job is more than what you can handle. It is equally acceptable to say that you work best under pressure if this is indeed the case and relevant to the particular role.

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Question # 34

What are your salary expectations as Research Officer?

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 your goal is to advance in your career. However, if you have a minimum figure in mind and you believe you're able to get it, you may find it worth trying.

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Question # 35

Can you tell me what knowledge do you have about the company?

Answer:-

You should do your research prior to the interview. Look into background history of the company, this will help you stick out. Learn about main people, have they been in the news lately? The interviewer doesn't expect you to know dates and certain people, but showing that you have enough interest to research the company is a positive impression.

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Question # 36

Tell us what's your best paper?

Answer:-

This might be your highest-impact paper, but it doesn't have to be. What counts is that you give a sound rationale for your choice. Perhaps you're proudest of the paper which marks a transitional moment in your research or your career. Or perhaps it's the paper that you know had a direct, positive impact on someone else's work. It doesn't matter, as long as you've thought it through.

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Question # 37

Tell us what does collegiality mean to you?



Answer:-

Panels are recruiting someone to work alongside themselves or other members of their institution, so it shouldn't be a surprise that working relationships are on interviewers' minds. In truth, some people are simply not good colleagues. So, what kind of a colleague do you intend to be? How are you going to help others to be successful?

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Question # 38

What do you consider to be your best strength as Research Officer?

Answer:-

This question allows you to brag on yourself, but keep in mind that the interviewer wants strengths relative to the position. For example, being a problem solver, a motivator, and being able to perform under pressure, positive attitude and loyal. You will also need examples that back your answers up for illustration of the skill.

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Question # 39

Explain me a course or topic that you would teach?

Answer:-

Too many candidates talk about prospective teaching as if its value were entirely self-evident, or they simply lean on the intrinsic intellectual interest of the topic. Instead, think in terms of outcomes and learning objectives, because evaluation is integral to good teaching. What will the students get out of the course? What work will you set, and how will it be assessed? What skills will they acquire? How will it complement the rest of their studies?

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Question # 40

Tell us as Research officer, what is your greatest weakness?

Answer:-

"What are your weaknesses" is one of the most popular questions interviewers ask. It is also the most dreaded question of all. Handle it by minimizing your weakness and emphasizing your strengths. Stay away from personal qualities and concentrate on professional traits: "I am always working on improving my communication skills to be a more effective presenter. I recently joined Toastmasters, which I find very helpful."

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Question # 41

Tell us have you ever had to bend the rules in order to achieve a goal?

Answer:-

Beware of this type of question! Under no circumstances is it necessary to break company policy to achieve something. Resist the temptation to answer and give examples, as what the interviewer is looking for is to determine how ethical you are and if you will remain true to company policy.

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Question # 42

Can you tell me what sort of person do you not like to work with?

Answer:-

This is not an easy one as you have no idea whom you would be working with. Even if you can immediately think of a long list of people who you don't like to work with, you could take some time to think and say that it's a difficult question as you have always gotten on fine with your colleagues.

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Question # 43

Tell me as Research officer, what is your greatest strength?

Answer:-

This is your time to shine. Just remember the interviewer is looking for work related strengths. Mention a number of them such as being a good motivator, problem solver, performing well under pressure, being loyal, having a positive attitude, eager to learn, taking initiative and attention to detail. Whichever you go for, be prepared to give examples that illustrate this particular skill.

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