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# Supervising General Attorney Job Interview Preparation Guide.

#### Question #1

Do you know anyone working with this organization?

#### Anewor.

It would be great if you did - then you could potentially use them as a referral if they thought highly of you.

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#### Question # 2

Do you work well within a team?

# Answer:-

Some people are thrown when they are asked this Supervising General Attorney question when they are applying for a position to work alone. Every company works as a team, so you are a good team player, give an example of when you have worked well within a team.

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# Question #3

If you felt like you were hitting the proverbial "wall" and getting burned out, what would you do to re-energize yourself?

# Answer:-

Take a break to rest. Work in smaller increments of time to increase focus with breaks in between. Delegate tasks to those that are willing to help.

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# Question # 4

Describe what a "lot of work" looks like to you As Supervising General Attorney?

# 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 # 5

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 # 6

What are your strengths As Supervising General Attorney?

# Answer:-

This is one of the most common questions you will be asked. Give an answer relevant to the skills and qualities relevant to the position you are applying to. The interviewer is trying to find if your strengths match the job. For example, if you are applying for a job As Supervising General Attorney where accuracy is an important issue, one of your strengths could be that you have an eye for detail. It may useful to find different words to describe similar attributes and qualities in order to avoid repetition.



#### Question # 7

What would you like to avoid completely in your next job As Supervising General Attorney?

#### Answer-

Bad business ethics, teammates / managers that are disrespectful / inconsiderate. But of course, this job wouldn't have things like this right?

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#### Question #8

Tell me a difficult situation you have overcome in the workplace?

#### Answer-

Conflict resolution, problem solving, communication and coping under pressure are transferable skills desired by many employers As Supervising General Attorney. Answering this question right can help you demonstrate all of these traits.

- \* Use real-life examples from your previous roles that you are comfortable explaining
- \* Choose an example that demonstrates the role you played in resolving the situation clearly
- \* Remain professional at all times you need to demonstrate that you can keep a cool head and know how to communicate with people

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# Question #9

What have you done to improve your skills over the past year As Supervising General Attorney?

#### Answer.

You'll want to be prepare with some very specific examples of what you've done over the last year and what you're currently doing to improve your professional knowledge and skill set as well as anything else you're doing the shows self improvement.

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#### Question # 10

What kind of work interests you the most?

#### Answer:-

You can talk about what you're passionate about. What motivates you. What excites you.

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#### Question #11

Are you able to relocate if required?

# Answer:-

Be completely honest and thoughtful with this one. You don't want to wake up one to find out that you're moving to a new city or state and it may be a major factor in your eligibility for employment. But again, if you don't want to move then the job probably isn't for you.

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# Question # 12

What kind of work interests you the least As Supervising General Attorney?

# Answer:

What bores you? What fails to challenge you? What fails to excite you?

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# Question # 13

Why did you select the University \_\_\_\_\_?

# Answer-

Discuss the academic program, the extracurricular program(s), the school spirit, the quality of your peers, and the professors.

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# Question # 14

What position do you prefer on a team working on a project?

# Answer:

Do not claim to be comfortable with a specific role if you in are in fact not comfortable with it. However, if you have no problem working in certain roles or situations, be sure to discuss this with the interviewer.

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# Question #15

Are you good at working in a team As Supervising General Attorney?

# Answer:

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

- \* Do you get along easily with people?
- \* Are you an effective collaborator?
- \* Can you communicate with people from various backgrounds and with different personalities?
- \* Can you motivate people?



- \* Do you know how to push back tactfully?
- \* Can you mediate conflicts?
- \* Can you deal with difficult personalities?

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#### Question # 16

In your last job what kinds of pressure did you encounter and how did you react As Supervising General Attorney?

#### Answer-

Do not show your fear or uneasiness in handling pressure. Everyone likes to have a worker who can handle pressure calmly and with a clear train of thought. Show how you would logically come to a conclusion in a pressure filled situation.

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#### Question #17

How did you handle meeting a tight deadline As Supervising General Attorney?

#### Answer:-

Review every deadline you need to meet. Prioritize your projects by deadline and factor in how important each project is. Record your deadlines on a digital calendar or spreadsheet.

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#### Question # 18

What do you think about Teamwork?

#### Answer:-

I enjoy teamwork and am used to shift work. I think I would adapt well to the role. I am looking for new challenges As Supervising General Attorney and I know I would learn a lot as cabin crew, not just about people and places, but skills like first aid too, how can I help others with in my limits.

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#### Question # 19

What would your previous employer say is your greatest strength?

#### Answer-

Be prepared for this question. If you have to sit and think about it it's going to appear as if you're not sure or that you've never identified your own value in the work place - not good. You don't have to have a complex response. Keep it simple and honest. For example, several possibilities could be Leadership, Problem solving ability, Initiative, Energy, Work ethic, Innovative, etc., etc.

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# Question # 20

What is the most irritating thing you've experienced about your co-workers?

# Answer:-

This question is designed to find out if you get along well on team, with other and whether or not you'll be a fit with the interviewer's organization. It's a trap. Think real hard but fail to come up anything that irritated you about your co-workers. A short positive response is best.

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# Question # 21

Tell me about a time when you had to use your presentation skills to influence someone's opinion As Supervising General Attorney?

# Answer:-

Example stories could be a class project, an internal meeting presentation, or a customer facing presentation.

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# Question # 22

What specific steps do you utilize in solving workplace problems?

# Answer:-

Analyze the problem As Supervising General Attorney. Discuss possible remedies and resulting outcomes. Decide on the remedy and track results. Re-visit problem if it's not resolved.

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# Question # 23

What is your personal mission statement?

# Answer:

Is it to conquer the world? Is it to become a CEO? Is it to give back to the community? Is it to inspire others? Define your statement by stating a clear vision of how you want to make an impact on the world with your work.

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# Question # 24

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 # 25

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 # 26

How do you imagine a typical day of an employee in our company As Supervising General Attorney?

#### 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 # 27

Why are you leaving the present company?

#### Answer:-

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

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#### Question # 28

Why should I hire you As Supervising General Attorney?

#### Answer:

To close the deal on a job offer, you MUST be prepared with a concise summary of the top reasons to choose you. Even if your interviewer doesn't ask one of these question in so many words, you should have an answer prepared and be looking for ways to communicate your top reasons throughout the interview process.

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# Question # 29

 $Do\ you\ have\ good\ manners?\ What\ types\ of\ people\ need\ to\ be\ treated\ with\ good\ manners?$ 

# Answer:

You should have good manners. Everyone should be treated with courtesy and respect.

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# Question # 30

What have you done to reduce costs, increase revenue, or save time?

# Answer:

Even if your only experience is an internship, you have likely created or streamlined a process that has contributed to the earning potential or efficiency of the practice. Choose at least one suitable example and explain how you got the idea, how you implemented the plan, and the benefits to the practice.

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# Question # 31

If someone had to say something negative to you, what would they say?

# Answer:-

Again, be honest about sharing a story here about someone who may not have gotten along with you in the office here and explain how you were able to fix that relationship or change your attitude/action to be a better person / coworker.

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# Question # 32

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

# Answer:

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

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# Question # 33



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 #34

What are your personal skills which make you a candidate for the position As Supervising General Attorney?

#### 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 #35

In what areas do you think you will need guidance?

#### Answer:-

Think about what you need to learn going into the job. Skill sets, industry knowledge, relationship building, team dynamics. Which areas are ones you're lacking?

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#### Question # 36

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

#### Answer-

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

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#### Question # 37

What types of books or magazines do you typically read?

#### Answer:-

Describe both your personal and professional favorites. If you happen to like professional books / magazines that relate to the industry of the company you're applying for - that's definitely worth highlighting.

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# Question #38

Explain me about a challenge or conflict you've faced at work As Supervising General Attorney, and how you dealt with it?

# Answer:-

In asking this interview question, your interviewer wants to get a sense of how you will respond to conflict. Anyone can seem nice and pleasant in a job interview, but what will happen if you're hired?. Again, you'll want to use the S-T-A-R method, being sure to focus on how you handled the situation professionally and productively, and ideally closing with a happy ending, like how you came to a resolution or compromise.

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# Question #39

What do you like to do outside of work?

# Answer:-

Interviewers ask personal questions in an interview to "see if candidates will fit in with the culture [and] give them the opportunity to open up and display their personality, too,". In other words, if someone asks about your hobbies outside of work, it's totally OK to open up and share what really makes you tick. (Do keep it semi-professional, though: Saying you like to have a few beers at the local hot spot on Saturday night is fine. Telling them that Monday is usually a rough day for you because you're always hungover is not.)

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# Question # 40

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 Supervising General Attorney.

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# Question # 41

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 # 42

How would your former employer describe you?

#### Answer:-

In all likelihood, the interviewer will actually speak with your former employer so honesty is key. Answer as confidently and positively as possible and list all of the positive things your past employer would recognize about you. Do not make the mistake of simply saying you are responsible, organized, and dependable. Instead, include traits that are directly related to your work as a medical assistant, such as the ability to handle stressful situations and difficult patients, the way you kept meticulous records, and more.

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#### Question # 43

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 # 44

Can you perform Internet research? Please describe to me your steps in doing so?

#### Answer:-

Internet research can entail Google searches, industry sites, news articles, social networks and company websites.

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#### Question # 45

What are three positive characteristics you wish you had?

#### Answer:

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

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# Question # 46

How would you be an asset to us As Supervising General Attorney?

# Answer:-

Think again about the job specification and the skills needed for this role As Supervising General Attorney. 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 # 47

Was there a person in your career who really made a difference?

# Answer:

If you can't think of one, you need to get a mentor QUICKLY! Mentors can come in the form of peers, family members, co-workers, management / leaders at a company and so on.

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# Question # 48

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

# Answer:-

I used to lock heads with a fellows. 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 # 49

How do you evaluate your ability to handle conflict?

# Answer:

I pride myself on being a good problem solver. Through my previous job and management positions I have faced numerous conflicts in different situations, and my experiences have helped me to hone my issue resolution skills. I believe that it is important to get to and address the root of the issue, in a respectable manner.



#### Question # 50

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 #51

Tell me about the last time you had to work with someone inside or outside of your department to accomplish a goal?

#### A .....

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 # 52

There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be?

#### Answer:-

Just be honest about where you'd like to be - you never know - you may end up bonding with the interviewer with the location. However, you want to stress that you want to work out of the location that you're interviewing for.

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#### Question #53

Rate yourself on a scale of 10?

#### Answer-

If you truly believe you're a 10, you better be able to explain why with examples / stories. If you believe you're a great contributor and have room to grow, say 8 or 9. If you're below that, explain what you would do to improve yourself to get the ranking you believe you can be.

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# Question # 54

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

# Answer:-

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

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# Question # 55

What do you think we could do better or differently?

# Answer:-

This is a common one at startups. Hiring managers want to know that you not only have some background on the company, but that you're able to think critically about it and come to the table with new ideas. So, come with new ideas! What new features would you love to see? How could the company increase conversions? How could customer service be improved? You don't need to have the company's four-year strategy figured out, but do share your thoughts, and more importantly, show how your interests and expertise would lend themselves to the job.

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# Question # 56

How would you rate your communication and interpersonal skills for this job As Supervising General Attorney?

# 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 # 57

What is your greatest weakness As Supervising General Attorney? What are you doing to improve it?

# Answer:

I believe my biggest weakness As Supervising General Attorney 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.



#### Question # 58

How do you think I rate as an interviewer?

#### Answer-

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

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

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#### Question #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

What problems have you encountered at work?

#### Answer:-

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

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#### Question # 61

Why do you want to work As Supervising General Attorney for this organisation?

#### Answer:-

Being unfamiliar with the organisation will spoil your chances with 75% of interviewers, according to one survey, so take this chance to show you have done your preparation and know the company inside and out. You will now have the chance to demonstrate that you've done your research, so reply mentioning all the positive things you have found out about the organisation and its sector etc. This means you'll have an enjoyable work environment and stability of employment etc everything that brings out the best in you.

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# Question # 62

How good are you at problem solving?

# Answer:-

Describe the problem first and then discuss how you were able to fix it.

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# Question # 63

What do you think is your greatest weakness?

# Answer:-

Don't say anything that could eliminate you from consideration for the job. For instance, "I'm slow in adapting to change" is not a wise answer, since change is par for the course in most work environments. Avoid calling attention to any weakness that's one of the critical qualities the hiring manager is looking for. And don't try the old "I'm a workaholic," or "I'm a perfectionist.

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# Question # 64

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 # 65

How would you motivate your team members to produce the best possible results?

# Answer:

Trying to create competitive atmosphere, trying to motivate the team as a whole, organizing team building activities, building good relationships amongst people.

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# Question # 66

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 #67

Tell me one thing about yourself you wouldn't want me to know?

#### Answer:

Talk about a trait that you would consider a weakness. No need to talk about your deepest darkest secrets here.

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# Question # 68

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 # 69

Do you have any question regarding this job As Supervising General Attorney?

#### 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 #70

How much do you expect to get paid As Supervising General Attorney?

# 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 #71

Do you like to start personal relationships with other employees?

# Answer:-

Well, the right answer is yes and no. Good personal relations can improve the overall performance of a team. But on the other hand, you should not let your emotions to affect your decisions in work.

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# Question #72

If I talked to your three biggest fans, who would they be and why?

# Answer:-

If you can reference three professionals with executive titles (CXO, VP, Director, Manager), that carries a lot of weight. Make sure you highlight how you've helped them achieve their biggest objectives and how that's made them your fan.

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# Question #73

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.

# **Government Section Most Popular Interview Topics.**

- 1 : Government CDS Frequently Asked Interview Questions and Answers Guide.
- 2 : Government NDA Frequently Asked Interview Questions and Answers Guide.
- 3 : <u>APPSC Group I Frequently Asked Interview Questions and Answers Guide.</u>
- 4 : Government UPSC Frequently Asked Interview Questions and Answers Guide.
- 5 : Government SSC Political Science Frequently Asked Interview Questions and Answers Guide.
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