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# Supervisor Equal Opportunity Job Interview Preparation Guide.

#### Question # 1

What's your dream job?

#### Answer:-

Along similar lines, the interviewer wants to uncover whether this position As Supervisor Equal Opportunity is really in line with your ultimate career goals. While "an GGL star" might get you a few laughs, a better bet is to talk about your goals and ambitions-and why this job will get you closer to them.

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#### Question # 2

You notice there are too many non productive internal meetings being held, what do you do?

#### Answer:-

Reach out to your boss and let him know that first you value his leadership and organization but that you are being overwhelmed with the amount of non productive internal meetings.

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#### Question # 3

Where do you see your career in five years As Supervisor Equal Opportunity?

#### Answer:

I would like to retire from this company. I would like to make a difference in the company whether in the company or any other position or area of the company As Supervisor Equal Opportunity.

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#### Question # 4

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 # 5

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 # 6

How much are you willing to sacrifice to be successful at work As Supervisor Equal Opportunity?

#### 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 #7

Tell us about a typical day at work. How does it start? What do you do?



#### Answer:-

At the beginning of each day, I inspect the work site to make sure that it is hazard-free. Once the work site is secured, I verify that all tools and equipment are adequate in supply. As soon as the work orders are delivered, I provide workers with security guidelines and carry out drills. During the workday, it is my duty to monitor workers to ensure that they are working according to the enforced safety policies and that any problems or accidents are quickly addressed.

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#### Question #8

What do you consider ethical spending on an expense account?

#### Answer:-

It depends on the role - but the better way to answer this is to ask the interviewer what their expectations are with regards to what the role can expense and then simply state that you'll stay within those parameters

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#### Question #9

Do you know anyone that works with our company?

#### Answer:-

Sometimes companies have policies relating to the hiring of individuals related to current company employees. If you are related to anyone working for the company make sure you're aware of company policies before you enter the interview. If you have a friend or acquaintance working for the company make sure have good relationship with this individual before mentioning them.

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#### Question # 10

What is your dream job?

#### Answer:-

There is almost no good answer to this question, so don't be specific. If you tell the interviewer that the job you're applying for with his/her company is the perfect job you may loose credibility if you don't sound believable (which you probably won't if you're not telling the truth.) If you give the interviewer some other job the interviewer may get concerned that you'll get dissatisfied with the position if you're hired. Again, don't be specific. A good response could be, "A job where my work ethic and abilities are recognized and I can make a meaningful difference to the organization."

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#### Question #11

Tell me about a time when you had to make a decision without all the information you needed. How did you handle it As Supervisor Equal Opportunity? Why? Were you happy with the outcome?

#### Answer:-

In many scenarios, you will not have all the information needed. The key is to make the best possible decision based on what you deem to be a sufficient amount of information.

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#### Question # 12

Top 11 Questions to Verify Experience and Credentials As Supervisor Equal Opportunity:

#### Answer:-

Sometimes people want a job a little too bad - and they may fudge their credentials and experience a bit.

If you've run into this problem, are worried about it, or have credentials and experience that are absolutely essential, you may need to ask a few verification questions. If you are a candidate, you should review your resume and make sure you know all the key points, and that nothing has been misconstrued.

- 1. What grades did you get in college?
- 2. What were your responsibilities when you worked in job x?
- 3. How many people were on your team at your last job?
- 4. What will your previous manager/supervisor say when I ask where you needed to improve?
- 5. What was your beginning and ending salary at job x?
- 6. What were your beginning and ending titles at job x?
- 7. Are you eligible for rehire at job x?
- 8. What tools are necessary for performing job x?
- 9. Describe to me how you would perform [x typical job task].
- 10. What was the focus of your thesis?
- 11. When did you leave company x?

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#### Question # 13

What five words would be describe you as Supervisor Equal Opportunity?

#### Answer:

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

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#### Question # 14

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 #15

What have you done to improve your skills over the past year As Supervisor Equal Opportunity?

#### 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 # 16

What do you know about our company?

#### Answer:-

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

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#### Question # 17

If you have multiple projects on your plate, how do you handle completing them on time?

#### Answer:-

Prioritize based on business importance. Set clear timelines for each so that you know which ones to knock out first. Get your teammates to help if necessary.

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#### Question # 18

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 # 19

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 # 20

Top 17 Behavioral Interview Questions As Supervisor Equal Opportunity:

#### Answer:-

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

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

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#### Question # 21

How important is a positive attitude to you?



#### Answer:-

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

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#### Question # 22

Where do you see yourself in 5 years with your career?

#### Answer:

Be sure to paint a clear picture of your career vision that demonstrates your aspirations and goals that are realistic. This could emphasize increased responsibility, the ability to manage people and so forth

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#### Question # 23

What is your ideal working environment?

#### Answer.

Describe your ideal working environment. Do you like flexibility with work hours? Do you like working in a cubicle or independently? Do you like to be micro managed or empowered? Do you like to work on your own or in a team? Do you like being driven by metrics in your role? How much responsibility do you want?

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#### Question # 24

Why do you want to work in this industry As Supervisor Equal Opportunity?

#### Answer:-

Make sure you research the industry first. Then find at least 3 core things about that industry that you're passionate about (for example: how their solutions impact clients, their culture, the leadership, etc)

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#### Question # 25

Would you describe yourself as more analytical or interpersonal?

#### Answer:

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

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#### Question # 26

If you could offer suggestions on how to improve our company, what would you say?

#### Answer:

Examine the trends of the company and also where there may be some weaknesses (news articles often document this on public companies or look at their competitors to see how they're positioning it against them.) Then, once you have that knowledge, think creatively on how you could improve upon that weakness for them.

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#### Question # 27

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 As Supervisor Equal Opportunity.

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#### Question # 28

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 # 29

Describe your work style?

#### Answer:-

Describe the positive aspects of your work style if possible, including: work ethic, attention to detail, interpersonal skills, skill sets (analytical or otherwise), leadership abilities, communication skills.



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#### Question # 30

What's been your biggest success to date?

#### Answer:

Talk about a story / experience about how you achieved success and be sure to share details on the results and outcome. Have it highlight a strong characteristic such as leadership, work ethic and so forth.

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#### Question # 31

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 # 32

What differentiates this company from other competitors?

#### Answer.

Be positive and nice about their competitors but also discuss how they are better than them and why they are the best choice for the customer. For example: "Company XYZ has a good product, but I truly believe your company has a 3-5 year vision for your customer that aligns to their business needs."

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#### Question #33

What challenges are you looking for in this position?

#### Answer:-

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

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#### Question # 34

Describe what a bad work environment would look like to you As Supervisor Equal Opportunity?

#### Answer:

There could be a multitude of things to discuss here: Business ethics (wrongdoing), inconsiderate teammates, non-supportive management, a product that does not do what you're promising customers and so forth.

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#### Question #35

Why are manhole covers round?

#### Answer:-

This is a classic brainteaser, which was reportedly first asked by a Microsoft interviewer. Here's how to ""solve"" this brainteaser (remember to speak and reason out loud while solving this brainteaser): Why are manhole covers round? Could there be a structural reason? Why aren't manhole covers square? It would make it harder to fit with a cover. You'd have to rotate it exactly the right way.

The pipes below are also round, so fitting them might be easier, as might be making them. So many manhole covers are round because they don't need to be rotated. There are no corners to deal with. Also, a round manhole cover won't fall into a hole because it was rotated the wrong way, so it's safer. Looking at this, it seems corners are a problem. You can't cut yourself on a round manhole cover. And because it's round, it can be more easily transported. One person can roll it.

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#### Question # 36

What do you feel you deserve to be paid?

#### Answer:-

Do your research before answering this question - first, consider what the market average is for this job. You can find that by searching on Google (title followed by salary) and globalguideline.com and other websites. Then, consider this - based on your work experience and previous results, are you above average, if yes, by what % increase from your pay today from your perspective? Also - make sure if you aim high you can back it up with facts and your previous results so that you can make a strong case.

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#### Question # 37

What is your greatest failure As Supervisor Equal Opportunity, and what did you learn from it?

#### Answer:

When I was in college, I took an art class to supplement my curriculum. I didn't take it very seriously, and assumed that, compared to my Engineering classes, it would be a walk in the park. My failing grades at midterm showed me otherwise. I'd even jeopardized my scholarship status. I knew I had to get my act together. I



spent the rest of the semester making up for it, ended up getting a decent grade in the class. I learned that no matter what I'm doing, I should strive to do it to the best of my ability. Otherwise, it's not worth doing at all.

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#### Question #38

Tell me an occasion when you needed to persuade someone to do something?

#### Answer:-

Interpersonal relationships are a very important part of being a successful care assistant. This question is seeking a solid example of how you have used powers of persuasion to achieve a positive outcome in a professional task or situation. The answer should include specific details.

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#### Question #39

What other companies are you interviewing with?

#### Answer:-

Companies ask this for a number of reasons, from wanting to see what the competition is for you to sniffing out whether you're serious about the industry. "Often the best approach is to mention that you are exploring a number of other similar options in the company's industry,". It can be helpful to mention that a common characteristic of all the jobs you are applying to is the opportunity to apply some critical abilities and skills that you possess. For example, you might say 'I am applying for several positions with IT consulting firms where I can analyze client needs and translate them to development teams in order to find solutions to technology problems.'

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#### Question # 40

How articulate are you in expressing your ideas?

#### Answer:-

One of the best ways to answer this question is clearly articulate three points that demonstrate how articulate you are (and in a sense show that in a live setting) - for example: "I would say I'm articulate because one, I typically gather my thoughts before speaking, two, I organize my thoughts well, and three I'm concise when making a point.

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#### Question # 41

What would your first 30, 60, or 90 days look like in this role As Supervisor Equal Opportunity?

#### 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 # 42

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 # 43

How would you observe the level of motivation of your subordinates?

#### Answer:-

Choosing the right metrics and comparing productivity of everyone on daily basis is a good answer, doesn't matter in which company you apply for a supervisory role.

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#### Question # 44

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 # 45

Do you have any questions for me?

Answer:-



Good interview questions to ask interviewers at the end of the job interview include questions on the company growth or expansion, questions on personal development and training and questions on company values, staff retention and company achievements.

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#### Question # 46

Give me an example of an emergency situation that you faced. How did you handle it?

#### Answer:

There was a time when one of my employers faced the quitting of a manager in another country. I was asked to go fill in for him while they found a replacement and stay to train that person. I would be at least 30 days. I quickly accepted because I knew that my department couldn't function without me.

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#### Question # 47

What is your desired salary As Supervisor Equal Opportunity?

#### 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 # 48

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 # 49

Describe a typical work week for this position As Supervisor Equal Opportunity?

#### Answer:

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

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#### Question # 50

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

#### Answer:-

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

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#### Question # 51

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 # 52

Do you think you have enough experience As Supervisor Equal Opportunity?

#### 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 # 53

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 # 54

What do you know about the company?



#### Answer:-

Any candidate can read and regurgitate the company's "About" page. So, when interviewers ask this, they aren't necessarily trying to gauge whether you understand the mission-they want to know whether you care about it. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal. Say, "I'm personally drawn to this mission because..." or "I really believe in this approach because..." and share a personal example or two.

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#### Question # 55

What would you like to have accomplished by the end of your career?

#### Answer:-

Think of 3 major achievements that you'd like to accomplish in your job when all is said and done - and think BIG. You want to show you expect to be a major contributor at the company. It could be creating a revolutionary new product, it could be implementing a new effective way of marketing, etc.

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#### Question # 56

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 #57

How do you handle stressful situations?

#### Answer:-

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

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#### Question # 58

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

#### Answer:-

Companies love it when you discuss how you've made an impact on your teammates, clients, or partners in the business or in school. It should be rewarding because of the hard work and creative process that you've put into it.

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#### Question # 59

Do you have good computer skills?

#### Answer:-

It is becoming increasingly important for medical assistants to be knowledgeable about computers. If you are a long-time computer user with experience with different software applications, mention it. It is also a good idea to mention any other computer skills you have, such as a high typing rate, website creation, and more.

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#### Question # 60

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 # 61

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 # 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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