

# **TWX Operator (Teletype Writer Exchange Operator) Interview Questions And Answers Guide.**



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# TWX Operator (Teletype Writer Exchange Operator) Job Interview Preparation Guide.

## Question # 1

Explain yourself in one line?

### Answer:-

When you respond, keep in mind the type of position you are interviewing for like TWX Operator (Teletype Writer Exchange Operator) based job, the company culture, and the work environment. Your answer should help show the interviewer why you're a match for the job and for the company.

Sample answers are:

- \* I'm a people person. I really enjoy meeting and working with a lot of different people.
- \* I'm a perfectionist. I pay attention to all the details, and like to be sure that everything is just right.
- \* I'm a creative thinker. I like to explore alternative solutions to problems and have an open mind about what will work best.
- \* I'm efficient and highly organized. This enables me to be as productive as possible on the job.
- \* I enjoy solving problems, troubleshooting issues, and coming up with solutions in a timely manner.

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## Question # 2

How would your boss and co-workers describe you?

### Answer:-

First of all, be honest (remember, if you get this job, the hiring manager will be calling your former bosses and co-workers!). Then, try to pull out strengths and traits you haven't discussed in other aspects of the interview As TWX Operator (Teletype Writer Exchange Operator), such as your strong work ethic or your willingness to pitch in on other projects when needed.

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## Question # 3

Tell me about a time you failed?

### Answer:-

Everyone has failed, so don't play dumb or claim you've never messed up As TWX Operator (Teletype Writer Exchange Operator). Think of a time when a work-related situation didn't turn out quite as you had hoped. An interviewer is interested in seeing how you took responsibility for your failure, what you learned from it, and how you would prevent similar failures from happening again.

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## Question # 4

Tell me about yourself?

### Answer:-

There are some questions that your potential employer aren't allowed to ask (but trust me, they probably want to). For instance, they shouldn't really ask about your family or how far away you live from your potential place of employment. If you can find a way to answer these questions anyway (with the answers they want to hear), that will give them a little added info to help them make the (right) decision!

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## Question # 5

What are your strengths As TWX Operator (Teletype Writer Exchange Operator)?

### 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 TWX Operator (Teletype Writer Exchange Operator) where accuracy is an important issue, one of your strengths could be that you have an eye for detail. It may be useful to find different words to describe similar attributes and qualities in order to avoid repetition.

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### **Question # 6**

What critical component of this position As TWX Operator (Teletype Writer Exchange Operator) makes the work challenging?

#### **Answer:-**

Heading information: This should include job title, pay grade or range, reporting relationship (by position, not individual), hours or shifts, and the likelihood of overtime or weekend work.

Summary objective of the job: List the general responsibilities and descriptions of key tasks and their purpose, relationships with customers, coworkers, and others, and the results expected of incumbent employees.

Qualifications: State the education, experience, training, and technical skills necessary for entry into this job.

Special demands: This should include any extraordinary conditions applicable to the job As TWX Operator (Teletype Writer Exchange Operator) (for example, heavy lifting, exposure to temperature extremes, prolonged standing, or travel).

Job duties and responsibilities: Only two features of job responsibility are important: identifying tasks that comprise about 90 to 95 percent of the work done and listing tasks in order of the time consumed (or, sometimes, in order of importance).

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### **Question # 7**

What is your biggest weakness As TWX Operator (Teletype Writer Exchange Operator)?

#### **Answer:-**

No one likes to answer this question because it requires a very delicate balance. You simply can't lie and say you don't have one; you can't trick the interviewer by offering up a personal weakness As TWX Operator (Teletype Writer Exchange Operator) that is really a strength ("Sometimes, I work too much and don't maintain a work-life balance."); and you shouldn't be so honest that you throw yourself under the bus ("I'm not a morning person so I'm working on getting to the office on time.")

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### **Question # 8**

What motivates you?

#### **Answer:-**

I've always been motivated by the challenge - in my last role, I was responsible for training our new recruits and having a 100% success rate in passing scores. I know that this job is very fast-paced and I'm more than up for the challenge. In fact, I thrive on it.

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### **Question # 9**

Where do you see your career in five years As TWX Operator (Teletype Writer Exchange Operator)?

#### **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 TWX Operator (Teletype Writer Exchange Operator).

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### **Question # 10**

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 TWX Operator (Teletype Writer Exchange Operator).

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### **Question # 11**

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 TWX Operator (Teletype Writer Exchange Operator).

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### **Question # 12**

Suppose there are three light switches outside a room. Inside is a single light bulb, controlled by one of the three switches. You need to determine which switch operates the bulb. You can turn the switches on and off as many times as you wish (they are all off to begin with), but may only enter the room once. There is no one there to help you. The door to the room is closed, and there are no windows, so you cannot see inside. How can you discover which switch operates the bulb?

#### **Answer:-**

Do the following steps:

\* 1. Turn ON two switches, and leave one OFF.

\* 2. Wait a few minutes.

\* 3. Turn one switch from ON to OFF. One is now ON and two are OFF

\* 4. Enter the room. - If the light is ON, it is controlled by the switch you left ON. - If the light bulb is OFF, touch it. If it is warm it is controlled by the switch you turned ON and OFF. If it is cold, it is controlled by the switch you never turned on.

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### **Question # 13**

What is it about this position As TWX Operator (Teletype Writer Exchange Operator) that attracts you the most?

#### **Answer:-**

Use your knowledge of the job description to demonstrate how you are a suitable match for the role.

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### **Question # 14**

What was the most difficult employee situation you found yourself As TWX Operator (Teletype Writer Exchange Operator)? How did you overcome the problem?

#### **Answer:-**

One of employees was conflicting with other and colleague who was prove his was wrong hi denied and was invite union to defend him but we have prove his wrong and I was facing disciplinary action.

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### **Question # 15**

Describe to me the position As TWX Operator (Teletype Writer Exchange Operator) you're applying for?

#### **Answer:-**

This is a "homework" question, too, but it also gives some clues as to the perspective the person brings to the table. The best preparation you can do is to read the job description and repeat it to yourself in your own words so that you can do this smoothly at the interview.

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### **Question # 16**

Do you have any question regarding this job As TWX Operator (Teletype Writer Exchange Operator)?

#### **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 # 17**

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 # 18**

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 # 19**

How would you rate your communication and interpersonal skills for this job As TWX Operator (Teletype Writer Exchange Operator)?

#### **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 # 20**

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 # 21**

What is your biggest achievement?

#### **Answer:-**



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

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### **Question # 22**

What kind of salary do you need As TWX Operator (Teletype Writer Exchange Operator)?

#### **Answer:-**

This is a loaded question and a nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, that's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

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### **Question # 23**

What schedule do you hope to work? Are you willing to work extra hours?

#### **Answer:-**

Be honest. If you really want the job and are willing to work any schedule needed, say so. If, however, you have no intention of working late hours or weekends, simply let the interviewer know the hours that you are available to work. The same applies to extra hours. You are more likely to be hired if you are willing to work any time you are needed. However, saying that you are willing and then complaining about the hours once you start working is a recipe for disaster.

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### **Question # 24**

What types of personalities do you work with best?

#### **Answer:-**

In the past, I have found it difficult to work with others who see themselves as better than others, who can take criticism, and who refuse to work with others. I have found it challenging to work with them b/c I am a team oriented person who feels the importance of working together over the needs of the individual especially in a learning environment.

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### **Question # 25**

Where do you see yourself professionally five years from now As TWX Operator (Teletype Writer Exchange Operator)?

#### **Answer:-**

Demonstrate both loyalty and ambition in the answer to this question. After sharing your personal ambition, it may be a good time to ask the interviewer if your ambitions match those of the company.

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### **Question # 26**

Why should the we hire you as this position As TWX Operator (Teletype Writer Exchange Operator)?

#### **Answer:-**

This is the part where you link your skills, experience, education and your personality to the job itself. This is why you need to be utterly familiar with the job description as well as the company culture. Remember though, it's best to back them up with actual examples of say, how you are a good team player.

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### **Question # 27**

Are you planning to continue your studies and training As TWX Operator (Teletype Writer Exchange Operator)?

#### **Answer:-**

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

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

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### **Question # 28**

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 # 29**

What relevant work experience do you have in this career field As TWX Operator (Teletype Writer Exchange Operator)?

#### **Answer:-**

Talk about specific work related experience for the position you're interviewing for. Make sure the experience is relevant. Don't talk about previous experience that is



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not related to the position in question. If you don't have specific career related experience speak about prior experience that has helped you develop the specific knowledge and skills required for the position you are applying for.

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### **Question # 30**

What have you done to improve your skills over the past year As TWX Operator (Teletype Writer Exchange Operator)?

#### **Answer:-**

You'll want to be prepared 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 that shows self improvement.

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### **Question # 31**

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 # 32**

Tell us about a suggestion you have made that has benefited an organization you've worked for?

#### **Answer:-**

This is another opportunity to show the interviewer what you're capable of so make sure to be prepared for this type of question. Have an example ready and make sure it's an example of a suggestion you've made that was accepted and that has positive influence. If you can come up with an example that relates to the position you're applying for that would be even better.

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### **Question # 33**

Why do you think you'll do well at this job?

#### **Answer:-**

Provide several reasons including skills, experience and interest. If you can show how you've been successful in a similar career field or job position that will go along way to helping the interviewer believe you'll also be successful at this new job.

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### **Question # 34**

How well do you perform under pressure?

#### **Answer:-**

This is a fair question, as potential employers want to know if you're going to be able to get the job done even when things get a little bit stressful. You may say that you thrive under pressure or that you're able to get the job done even when things get a little bit stressful, just make sure to provide some real world examples of your ability to work under pressure in a prior job.

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### **Question # 35**

If you were hiring a person for this job As TWX Operator (Teletype Writer Exchange Operator), what would you look for?

#### **Answer:-**

Discuss qualities you possess required to successfully complete the job duties.

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### **Question # 36**

Do you think you are overqualified for this position As TWX Operator (Teletype Writer Exchange Operator)?

#### **Answer:-**

No matter your previous job experience or educational background, be sure to tell the interviewer you have the knowledge and skills to successfully execute the job responsibilities.

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### **Question # 37**

Where do you see yourself in five years? Ten years?

#### **Answer:-**

Bad Answer: A generic or uninspired answer. Also, answers that show that this career/company is just a temporary stop for them.

Good answer: One that shows the candidate has thought about this question, has plans, and that those plans align with the job and a career path that is possible in the company. You want to see that this candidate is a good long term investment.

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### **Question # 38**

Your coworker highlights your mistakes in front of everyone, how do you handle the situation?

#### **Answer:-**

Admit to the mistake without being emotional, but then discuss how you are being proactive in getting it fixed. Lastly, pull the co-worker aside later on to tell them that you'd appreciate it if they gave you the feedback 1:1 first before throwing you under the bus.

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### **Question # 39**

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 # 40**

What do you aspire to be?

#### **Answer:-**

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

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### **Question # 41**

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 # 42**

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 # 43**

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

#### **Answer:-**

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

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### **Question # 44**

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 # 45**

What is the most important lesson / skill you've learned from school?

#### **Answer:-**

Think of lessons learned in extra curricular activities, in clubs, in classes that had a profound impact on your personal development. For example, I had to lead a team of 5 people on a school project and learned to get people with drastically different personalities to work together as a team to achieve our objective.

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### **Question # 46**

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 # 47**



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 # 48**

How meticulous are you with details?

**Answer:-**

Being detailed is important for many types of job roles. Typically you want to highlight how you've done that in previous roles. Example: "Being meticulous is important to me. In my last job, I had to count the money in the register as a cashier to make sure it matched to the receipts down to the last penny." This was to ensure there wasn't any "wrongdoing" at the company by any of the cashiers and I was always accurate in my reports.

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**Question # 49**

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 # 50**

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 # 51**

What are your thoughts on failure?

**Answer:-**

Failure happens. It's a part of life. The key is understanding that you can't be perfect at everything and more importantly you're going to learn from failures to come out stronger.

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**Question # 52**

What are your thoughts on social media for this role?

**Answer:-**

Without a doubt, social media is becoming more and more pervasive in our jobs. You should stress that social media is not appropriate for personal use at work. However, if the company embraces social media in certain departments (for example marketing), then you may want to discuss how you could use it for work (as long as it applies to your role).

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**Question # 53**

What qualities do you believe are important to have as a manager?

**Answer:-**

Great managers tend to empower their employees to be successful through strong coaching. They understand how to manage relationships - this is commonly referred to as emotional intelligence. They have to be able to handle both client and staff situations that require them to be calm under pressure to clearly think of solutions to complex problems. Most importantly they must be able to articulate the vision to the team and inspire them to work together to collectively achieve that goal

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**Question # 54**

How would you define success?

**Answer:-**

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

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**Question # 55**

How open are you to relocation?





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### **Answer:-**

If you're not, then say you're not. Don't lie about it just to get the job. There's no point if you won't move for the job anyway and lying is unethical. If you are open to relocation As TWX Operator (Teletype Writer Exchange Operator), let them know which areas you'd be willing to relocate to.

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### **Question # 56**

What general trends do you see in our industry?

### **Answer:-**

Examine what's happened in the industry in the last 5 - 10 years and how it's evolved and then look at what both the company and analysts are saying about the future of that industry in which that company competes in. Read trade magazines / online sources in that industry as well to make sure you stay up to date on trends.

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### **Question # 57**

What are the goals you've set for yourself?

### **Answer:-**

You could discuss your goals with regards to these categories: Career goals, impact you want to leave on society, financial goals, academic goals, charitable goals.

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### **Question # 58**

What would you do if our competitor offered you a position As TWX Operator (Teletype Writer Exchange Operator)?

### **Answer:-**

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

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### **Question # 59**

Describe a time when you've been overwhelmed with work?

### **Answer:-**

Show how you were able to over the "overwhelmed" feeling - by delegating tasks, getting people on your team to help you out, or by prioritizing your work and focusing on the most important issues first As TWX Operator (Teletype Writer Exchange Operator).

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### **Question # 60**

What do you look for in terms of culture -- structured or entrepreneurial?

### **Answer:-**

A good answer is to discuss the importance of having both elements in a company As TWX Operator (Teletype Writer Exchange Operator). Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

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### **Question # 61**

What techniques and tools do you use to keep yourself organized As TWX Operator (Teletype Writer Exchange Operator)?

### **Answer:-**

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

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### **Question # 62**

What are three positive character traits you don't have?

### **Answer:-**

List three attributes that you aspire to attain / build in the next few years - and then explain how you would develop those.

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### **Question # 63**

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 # 64**

If I were to give you this salary you requested but let you write your job description for the next year, what would it say?

### **Answer:-**

It should say the same thing - after all - if you think this salary is fair then it should suit the responsibilities!



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### **Question # 65**

How would you go about establishing your credibility quickly As TWX Operator (Teletype Writer Exchange Operator) with the team?

**Answer:-**

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

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### **Question # 66**

How do you continue learning on a daily basis? Why is continuous improvement necessary As TWX Operator (Teletype Writer Exchange Operator)?

**Answer:-**

You can learn on the job, through books and magazines, through social networks, blogs, seminars, mentors and so on. Continuous improvement is important because the one thing in life that is constant is change. And you have to continue to push yourself day in and day out to be the best.

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### **Question # 67**

What does "thinking outside the box" mean to you?

**Answer:-**

It means not doing things exactly the same way as everyone else. You've got to challenge the status quo and bring something new to the business.

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### **Question # 68**

Do you work better on a team, with just one partner, or alone?

**Answer:-**

Ideally you can handle all three well, but you may have a personal preference for one or a few. The key is to make sure you understand what the job is looking for and to pair your answer with that (assuming it's true)

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### **Question # 69**

What is the most important quality a supervisor should have?

**Answer:-**

The ability to inspire / lead a team towards one common vision.

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### **Question # 70**

Tell me about a decision you made recently and how you reached it As TWX Operator (Teletype Writer Exchange Operator)?

**Answer:-**

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

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### **Question # 71**

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 # 72**

How much time do you need to join the organization As TWX Operator (Teletype Writer Exchange Operator)?

**Answer:-**

You should be able to join it right away, barring plans you've already made (family travel, vacation, other obligations). The key is to simply be open in communication of what's already committed on your schedule. Most companies are accommodating. If they are not, weight the importance of joining that company vs. your plans.

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### **Question # 73**

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 # 74**

Describe some problems you encountered in your most recent position As TWX Operator (Teletype Writer Exchange Operator) and how you resolved them?

**Answer:-**

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

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**Question # 75**

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 # 76**

What is more important to you money or success?

**Answer:-**

First ask yourself that question before the interview - what are your priorities? Are money and success actual one in the same goal for you? If not, what's more important based on how do you define success?

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**Question # 77**

When was the last time something upset you at work? What did you do?

**Answer:-**

Almost everyone has an emotional moment related to work at some point - you're not alone. The key is to learn why you reacted that way and to focus not on the problem but HOW to resolve it. Another key component is to be aware of your emotional response so that you can learn to control it in the future in a calm way.

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**Question # 78**

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

**Answer:-**

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

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**Question # 79**

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

**Answer:-**

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

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