

# Telephone Interviewer Interview Questions And Answers Guide.



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# Telephone Interviewer Job Interview Preparation Guide.

## Question # 1

Describe a time when you anticipated potential problems and developed preventive measures?

### Answer:-

The key here is to show that you were proactive. How did you find out about the potential problems? How did you address it quickly?

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## Question # 2

Are you currently looking at other job opportunities?

### Answer:-

Just answer this question honestly. Sometime an employer wants to know if there are other companies you're considering so that they can determine how serious you are about the industry, they're company and find out if you're in demand. Don't spend a lot of time on this question; just try to stay focused on the job you're interviewing for.

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## Question # 3

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 # 4

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 # 5

Top 11 Interview Questions to Ask when Emotional Intelligence Matters As Telephone Interviewer:

### Answer:-

Emotional intelligence, or EQ, has come into vogue as a good trait to hire for.

EQ is the ability to use emotional information to guide thinking and behavior, to recognize other people's emotions and your own, and to discriminate between different feelings and label them appropriately.

EQ is considered essential to help teams function well. Here are some of the top questions for help you get an idea of how candidates perceive their emotions and those of others.

1. If you started a company today, what would its top values be?
2. Who inspires you? Why?
3. How could you create more balance in your life?
4. What makes you angry?
5. How do you have fun?
6. How good are you at asking for help?
7. How did you deal with a bad day?
8. What's something you're really proud of? Why?
9. Tell me about a time when your mood altered your performance (positively or negatively).
10. Has there ever been a time when you felt you needed to change your behavior at work? How did you do it?
11. Did you create friendships that lasted while working at a previous job?

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### **Question # 6**

How well do you know our company?

**Answer:-**

Well, a developed company that is gradually building their reputation in the competitive world.

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### **Question # 7**

Name five characteristics that describe you?

**Answer:-**

Here are a few you could choose from:

Hard working, strong willed, persistent, intelligent, adept, amicable, friendly, collaborative, eager, humble.

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### **Question # 8**

How did you handle meeting a tight deadline As Telephone Interviewer?

**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 # 9**

Are you willing to work overtime or odd hours?

**Answer:-**

Be completely honest. You don't want to lie to get the job if you're not going to work the hours required.

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### **Question # 10**

How long do you want to work for us if we hire you?

**Answer:-**

Here being specific is probably not the best approach. You may consider responding, "I hope a very long time." Or "As long as we're both happy with my performance."

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### **Question # 11**

Do you think you are overqualified for this position As Telephone Interviewer?

**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 # 12**

What are your thoughts about working from home?

**Answer:-**

This is a new policy some companies are adopting. If the company you are interviewing for allows for it, then you should be thankful for the flexibility and convenience yet state that working from home is a privilege that you would honor. The key point you want to make is that you would still be able to focus and be just as productive working at home.

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### **Question # 13**

Do you work well within a team?

**Answer:-**

Some people are thrown when they are asked this Telephone Interviewer 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 # 14**

Why are you interested in working As Telephone Interviewer for [insert company name here]?

**Answer:-**

Bad Answer: They don't have a good reason, or provide a generic answer, "I think it represents a great opportunity."

Good answer: One that shows they've done research on the company, and are truly excited about specific things they can do at the job. This not only shows enthusiasm for the work and basic preparation skills, gives you clues about the cultural fit.

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### **Question # 15**

Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa). How did you handle the situation? What obstacles or difficulties did you face? How did you deal with them?

#### **Answer:-**

First, the key is to state the differences in personality to give the interviewer some background. Second, you want to discuss how that was affecting the situation. Third, show how you were able to adapt to the way the person wanted to be communicated with to achieve your goals

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### **Question # 16**

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 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 # 17**

What do you see yourself doing within the first 30 days of this job?

#### **Answer:-**

Typically the first 30 days are designed for you to learn as much as possible As Telephone Interviewer. Work hard to get to know your teammates, how they work together, and how you can make the biggest impact.

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### **Question # 18**

Have you ever you have been in a position As Telephone Interviewer where you've had to fire someone? How did you feel about that experience?

#### **Answer:-**

Be very thoughtful about your answer. This is a very serious matter for most companies and requires a very serious answer. You need to express that you will do it when it is the right thing to do but you don't want to give the impression that you're callous to the process. Don't forget that firing is not the same as laying someone off - it typically is for the direct benefit of the company.

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### **Question # 19**

What are your greatest professional strengths As Telephone Interviewer?

#### **Answer:-**

When answering this question, we recommends being accurate (share your true strengths, not those you think the interviewer wants to hear); relevant (choose your strengths that are most targeted to this particular position As Telephone Interviewer); and specific (for example, instead of "people skills," choose "persuasive communication" or "relationship building"). Then, follow up with an example of how you've demonstrated these traits in a professional setting.

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### **Question # 20**

What are your strengths As Telephone Interviewer?

#### **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 Telephone Interviewer 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 # 21**

Top 11 Questions to Verify Experience and Credentials As Telephone Interviewer:

#### **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 # 22**

What kind of work interests you the least As Telephone Interviewer?

#### **Answer:-**

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

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### **Question # 23**

Describe your management style?

#### **Answer:-**

Try to avoid specific classifications, whatever it may be. Organizations usually prefer managers who can adapt their skills to different situations.

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### **Question # 24**

How would you be an asset to us As Telephone Interviewer?

#### **Answer:-**

Think again about the job specification and the skills needed for this role As Telephone Interviewer. 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 # 25**

What is your biggest regret to date and why?

#### **Answer:-**

Describe honestly the regretful action / situation you were in but then discuss how you proactively fixed / improved it and how that helped you to improve as a person/worker.

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### **Question # 26**

How do you define arrogance? Are you arrogant?

#### **Answer:-**

Arrogance is having an attitude of superiority beyond reason. Confidence is believing in yourself without being cocky. You should not be arrogant.

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### **Question # 27**

If selected for this position As Telephone Interviewer, can you describe your strategy for the first 90 days?

#### **Answer:-**

This depends on the job role. Make sure you break it down into

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### **Question # 28**

What role do you see technology playing in this role?

#### **Answer:-**

Technology is important to almost every job today but it's not meant to be abused. I believe it's important to increase productivity and not for personal use.

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### **Question # 29**

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 # 30**

Who are your role models? Why?

#### **Answer:-**

If possible, cite role models you're truly passionate about - passion is contagious and will show you're being genuine. If the role model is in the same or similar industry as the company in an executive level position, even better.

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### **Question # 31**

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

#### **Answer:-**



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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 # 32**

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 # 33**

What is it about this position As Telephone Interviewer 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 # 34**

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

**Answer:-**

I would define team work as getting the job done As Telephone Interviewer whether that means if I have to do more then the guy next to me as long as the work gets finished.

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### **Question # 35**

What does success mean to you?

**Answer:-**

I am punctual, I always have excellent attendance on any job As Telephone Interviewer, I have a keen eye for both large and small details, and I am always finding ways to improve a process and shorten the length of time it takes to complete a project.

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### **Question # 36**

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 # 37**

Where do you see yourself in five years As Telephone Interviewer?

**Answer:-**

If asked this question, be honest and specific about your future goals, but consider this:

A hiring manager wants to know

\* a) if you've set realistic expectations for your career,

\* b) if you have ambition (a.k.a., this interview isn't the first time you're considering the question), and

\* c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines.

And if the position isn't necessarily a one-way ticket to your aspirations?

It's OK to say that you're not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision.

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### **Question # 38**

What is your biggest fear?

**Answer:-**

Don't try to sugarcoat the answer by listing something ambitious as a fear, unless you truly mean it (for example: I fear being a great leader) - Share your real fears but discuss how you would overcome them.

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### **Question # 39**

What types of situations do you consider "unfixable"?

**Answer:-**

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

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### **Question # 40**



What are your lifelong dreams?

**Answer:-**

If your dreams don't relate to the job closely, make sure you highlight aspects of the job that will help develop the skills that will help you with your dreams. Ideally, you want your dreams to relate strongly to the career path you're interviewing for though.

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**Question # 41**

How would you impact the company?

**Answer:-**

Consider first the role that you're applying for and then think of 3 ways where you could potentially impact the company's bottom line and top line. Then consider how you impact the company in a creative manner (how do you help productivity, the development of new products, marketing etc - of course this part is specific to the role you're applying for)

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**Question # 42**

What does "collaboration with teammates" mean to you?

**Answer:-**

Drinking at the water cooler together is not the best example. Think of how you can collaborate with teammates to generate new ideas, to create initiatives to impact the business' success for the better (specifically in the department that you're applying for). For example, if you're applying to marketing, collaboration could mean discussing new ways of social media advertising to reach an audience of over a million people to strengthen the brand awareness of the company.

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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**

What will your ramp time be before you become a meaningful contributor?

**Answer:-**

Companies want staff that can ramp quickly, but also want people who are realistic. So take into consideration how intense the job is and then give a good answer. For example, if you have simple responsibilities that don't require a huge development curve, then your ramp time will probably be shorter. If it's a complex set of skills that you need to develop, then your ramp time could be longer - the key is you have to explain why you believe that ramp time should be.

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**Question # 45**

Describe what a bad work environment would look like to you As Telephone Interviewer?

**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 # 46**

Why should we select you not others?

**Answer:-**

Here you need to give strong reasons to your interviewer to select you not others. Sell yourself to your interviewer in interview in every possible best way. You may say like I think I am really qualified for the position. I am a hard worker and a fast learner, and though I may not have all of the qualifications that you need, I know I can learn the job and do it well."

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**Question # 47**

How do you plan to go by an example for your subordinates?

**Answer:-**

Sticking to the rules by yourself, working hard and not mind participating on basic tasks is a good answer.

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**Question # 48**

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'



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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 # 49**

What's your salary history?

#### **Answer:-**

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

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### **Question # 50**

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 # 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**

What were the responsibilities of your last position As Telephone Interviewer?

#### **Answer:-**

If you want to show your ambition, you can discuss how you haven't reached all of your goals yet and in that sense aren't satisfied. However, if you want to discuss satisfaction from your job discuss an experience in which you achieved something.

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### **Question # 53**

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 Telephone Interviewer. 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 # 54**

Do you think a leader should be feared or liked?

#### **Answer:-**

Liked. You want to work harder for people that inspire and motivate you. Fear only lasts for so long.

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### **Question # 55**

What is your desired salary As Telephone Interviewer?

#### **Answer:-**

Bad Answer: Candidates who are unable to answer the question, or give an answer that is far above market. Shows that they have not done research on the market rate, or have unreasonable expectations.

Good answer: A number or range that falls within the market rate and matches their level of mastery of skills required to do the job.

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### **Question # 56**

Why should we hire you as this position As Telephone Interviewer?

#### **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 # 57**

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 # 58**

Are you aggressive?

**Answer:-**

If you are, describe it through a story / experience that you had. If you aren't, then explain why you're not. If the job role asks for you to be aggressive/not aggressive and you're the opposite of it, explain how you would develop that characteristic.

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**Question # 59**

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 # 60**

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 # 61**

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 # 62**

Why are you leaving your current job?

**Answer:-**

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

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**Question # 63**

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 # 64**

Where do you see yourself professionally five years from now As Telephone Interviewer?

**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 # 65**

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 # 66**

What is your greatest weakness As Telephone Interviewer? What are you doing to improve it?

#### **Answer:-**

I believe my biggest weakness As Telephone Interviewer 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.

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### **Question # 67**

Have you got any questions?

#### **Answer:-**

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

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

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### **Question # 68**

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 # 69**

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 # 70**

Why do you want to work As Telephone Interviewer 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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