

# Training Administrator Interview Questions And Answers Guide.



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# Training Administrator Job Interview Preparation Guide.

## Question # 1

Do you know anyone working with this organization?

### Answer:-

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

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## Question # 2

What are your strengths As Training Administrator?

### 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 Training Administrator 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 # 3

Why do you want to leave your current company As Training Administrator?

### Answer:-

Bad Answer: Complaining about or blaming their former job, boss or colleagues. Also, having no good reason.

Good answer: One that focuses on the positives about why the job they're applying for offers them better learning or career opportunities, chances for advancement, aligns more closely to their long term goals, or is a better fit for them.

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## Question # 4

If you could do it all over again, how would you plan your academic studies differently?

### Answer:-

Whatever you do, just don't act bitter. A lot of times we wish we could change the past, but focus on the positive reasons and results of the decisions you already made.

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## Question # 5

Describe a time when you put your needs aside to help a co-worker understand a task. How did you assist them? What was the result?

### Answer:-

The key is to show that the mentoring of a co-worker was first a higher priority than the task you had at hand (remember, you want to show that you focus on highest priority tasks first). Then, describe in detail how you helped them not only complete the task but learn to do it on their own. You want to teach them HOW to fish and not to simply fish for them.

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## Question # 6

What experience do you have As Training Administrator?

### Answer:-

The employer would want to know that not only you can do the job but you can make the difference and bring significant contribution - Simple as that.

No doubt that this is your time to perform and present yourself - You have to introduce/sell yourself to the interviewer. Prepare your answer based on your qualification, professional experience and what you've already achieved in your previous jobs. This is your time to express why you think that your professional abilities fit into the job and its requirements.

Top 10 employment experience you'd want to review:

\* Companies you worked for with dates



- \* The positions you've held
- \* Key projects and responsibilities
- \* Achievements
- \* Coursework & continues education
- \* Expertise
- \* Tools you used (software, hardware)
- \* Knowledge of languages
- \* Engagement with customers and key industry leaders
- \* Team work you were involved (and your contribution)

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### **Question # 7**

Have you ever you have been in a position As Training Administrator 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 callus 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 # 8**

What specific steps do you utilize in solving workplace problems?

#### **Answer:-**

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

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### **Question # 9**

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 Training Administrator. 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 # 10**

What do you like to do for fun?

#### **Answer:-**

Be open to sharing hobbies and activities that you enjoy. Make sure you're genuine about it and don't list off things you don't really like because if they ask you a follow up question it'll be harder for you to answer.

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### **Question # 11**

If you were hiring a person for this job As Training Administrator, what would you look for?

#### **Answer:-**

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

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### **Question # 12**

Tell me about a time you failed?

#### **Answer:-**

Everyone has failed, so don't play dumb or claim you've never messed up As Training Administrator. 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 # 13**

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 # 14**

What motivates you the most?



**Answer:-**

Is it money? Is it career development? Is it recognition? Is it a sense of achievement? Is it to impress your peers? Is it for fame?

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**Question # 15**

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 # 16**

Tell me about a time when you had to think strategically?

**Answer:-**

There was a time when I was told I had to get rid of 20% of my people. I had to determine which persons I needed the most by determining who could do what. I had to put aside personal feelings so that I could keep a working crew to handle the same workload with less people.

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**Question # 17**

When were you most satisfied in your job As Training Administrator?

**Answer:-**

I'm a people person. I was always happiest and most satisfied when I was interacting with community residents, making sure I was able to meet their needs and giving them the best possible comfort in a tough situation. It was my favorite part of the job, and it showed. Part of the reason I'm interested in this job is that I know I'd have even more interaction with the public, on an even more critical level.

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**Question # 18**

Tell me about a decision you made recently and how you reached it As Training Administrator?

**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 # 19**

What is your greatest professional achievement?

**Answer:-**

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Training Administrator, so don't be shy when answering this interview question! A great way to do so is by using the S-T-A-R method: Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., "In my last job as a Training Administrator, it was my role to manage the invoicing process"), but spend the bulk of your time describing what you actually did (the action) and what you achieved (the result). For example, "In one month, I streamlined the process, which saved my group 10 man-hours each month and reduced errors on invoices by 25%."

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**Question # 20**

What motivates you at the work place?

**Answer:-**

Keep your answer simple, direct and positive. Some good answers may be the ability to achieve, recognition or challenging assignments.

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**Question # 21**

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

**Answer:-**

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

\* Use real-life examples from your previous roles that you are comfortable explaining

\* Choose an example that demonstrates the role you played in resolving the situation clearly

\* Remain professional at all times - you need to demonstrate that you can keep a cool head and know how to communicate with people

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**Question # 22**

Tell me about a time when you were forced to make an unpopular decision?

**Answer:-**

Not every decision is popular. In fact, almost every decision is bound to make someone unhappy at some point. The key is to demonstrate how it impacted others positively and why you chose it.

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### **Question # 23**

How do you believe you would benefit our organization?

#### **Answer:-**

This is a great question that provides you the opportunity to put your best foot forward, to tell the interviewer why he or she should consider hiring you for the job. Make sure you're well prepared for this question as you won't likely get a second chance to really shine.

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### **Question # 24**

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 # 25**

Why did you choose your major in college or tech school?

#### **Answer:-**

People usually choose their major based on their passions or the career path they want to head towards.

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### **Question # 26**

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 # 27**

What other jobs are you applying for As Training Administrator?

#### **Answer:-**

If you're applying with other similar companies in a similar or the same industry, it's actually okay to state that as it shows you're valued and wanted.

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### **Question # 28**

How have you shown yourself to be a leader?

#### **Answer:-**

Think about a time where you've rallied a group of people around a cause / idea / initiative and successfully implemented it. It could be a small or large project but the key is you want to demonstrate how you were able to lead others to work for a common cause.

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### **Question # 29**

How would you estimate the weight of the Chrysler building?

#### **Answer:-**

This is a process guesstimate where the interviewer wants to know if you know what to ask. First, you would find out the dimensions of the building (height, weight, depth). This will allow you to determine the volume of the building. Does it taper at the top? (Yes.) Then, you need to estimate the composition of the Chrysler building. Is it mostly steel? Concrete? How much would those components weigh per square inch? Remember the extra step: find out whether you're considering the building totally empty or with office furniture, people, etc. If you're including the contents, you might have to add 20 percent or so to the building's weight.

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### **Question # 30**

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 # 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

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 # 33

How will you approach learning this "new" job As Training Administrator?

#### Answer:-

Interview peers and leaders/managers, read industry news, practice the skill sets needed, absorb information on the job as much as possible.

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### Question # 34

Tell me about the last time you missed a goal or deadline?

#### Answer:-

Unless you're a completely perfect person, chances are you've messed up before on a goal/deadline. If so, discuss how you fell short and what you would have done in retrospect to achieve it.

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### Question # 35

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 # 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 are some of the things that you and your supervisor disagree upon and how do you resolve them? What do you do when you are pressed for a decision?

#### Answer:-

The key is that you openly communicate your thoughts to your supervisor to explain your position and try to come to a mutual decision together. Also be sure to listen to his/her thoughts so that you can potentially compromise. When you're pressed for a decision, make sure you've put thought into the reasons as to how you arrived at it and then decisively make it.

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### Question # 38

How do you handle your anger?

#### Answer:-

I don't get angry very easily but in the rare occasion that I do, I hold it in and act as though nothing is wrong.

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### Question # 39

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 # 40

If you have seven white socks and nine black socks in a drawer, how many socks do you have to pull out blindly in order to ensure that you have a matching pair?



**Answer:-**

if the first one is one color (say, white), and the second one is the other color (black), then the third one, no matter what the color, will make a matching pair. (Sometimes you're not supposed to think that hard.)

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**Question # 41**

How did you find out about this job As Training Administrator? What do you know about the job?

**Answer:-**

Possible ways to find out about the job:

Online website listing, friend, professional referral, mentor, career fairs, networking events. You should know about the roles and responsibilities of the job and what they're looking for. Make sure you read up on that online beforehand or ask the person that referred you.

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**Question # 42**

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 # 43**

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 # 44**

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

**Answer:-**

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

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**Question # 45**

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 # 46**

How would you be an asset to us As Training Administrator?

**Answer:-**

Think again about the job specification and the skills needed for this role As Training Administrator. Have a paragraph prepared highlighting how you will be able to do the job and what you can bring to the team. It goes without saying that this paragraph should be positive.

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**Question # 47**

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 # 48**

How would you rate your communication and interpersonal skills for this job As Training Administrator?

**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 # 49**

How do you keep each member of the team involved and motivated?

**Answer:-**



Many managers mistakenly think that money is the prime motivator for their employees. However, according to surveys by several different companies, money is consistently ranked five or lower by most employees. So if money is not the best way to motivate your team, what is?

Employees' three most important issues according to employees are:

- \* Respect
- \* A sense of accomplishment
- \* Recognition

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### **Question # 50**

What does quality work mean to you?

**Answer:-**

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 # 51**

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

**Answer:-**

Both are important. You need to stress that. However, if you could only choose one, ask yourself As Training Administrator - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

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### **Question # 52**

What is your desired salary As Training Administrator?

**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 # 53**

Why do you want to work As Training Administrator for this organisation?

**Answer:-**

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

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### **Question # 54**

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 # 55**

What aspect of supervision do you find the most difficult?

**Answer:-**

Managing different personalities and keeping them focused on the goal at hand.

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### **Question # 56**

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 # 57**

What are your salary expectations As Training Administrator?

**Answer:-**

This question is like a loaded gun, tricky and dangerous if you're not sure what you are doing. It's not uncommon for people to end up talking salary before really selling their skills, but knowledge is power as this is a negotiation after all. Again, this is an area where doing your research will be helpful as you will have an understanding of average salary.





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One approach is asking the interviewer about the salary range, but to avoid the question entirely, you can respond that money isn't a key factor and your goal is to advance in your career. However, if you have a minimum figure in mind and you believe you're able to get it, you may find it worth trying.

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### **Question # 58**

Describe a typical work week for this position As Training Administrator?

**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 Training Administrator 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 # 59**

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 # 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 Training Administrator. 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**

Tell me the difference between good and exceptional?

**Answer:-**

Good gets the job done on time and is high quality. Exceptional is a game changer - it stands out, it's creative, it's above and beyond expectations. Tell the interviewer a story about how you were exceptional.

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### **Question # 62**

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 # 63**

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 # 64**

How would you go about establishing your credibility quickly As Training Administrator 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 # 65**

Explain an idea that you have had and have then implemented in practice?

**Answer:-**

Often an interview guide will outline the so-called 'STAR' approach for answering such questions; Structure the answer as a situation, task, action, and result: what the context was, what you needed to achieve, what you did, and what the outcome was as a result of your actions.

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### **Question # 66**



What do you know about this department?

**Answer:-**

One good way to find out about the department is to try to "informally" interview the existing employees over coffee (outside of the office) if possible. It's hard if you don't have any connections there, but if you do a great way to learn about it. Other than that, it's often hard to learn about the department so you can turn the table back on them by asking questions to learn about it.

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**Question # 67**

Do you work well under pressure?

**Answer:-**

Yes.. When it comes down to the wire, the best thing I can to remain focused, have some flexibility, and understand priorities.. Giving them attention in the order they are needed.

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**Question # 68**

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 # 69**

Rate yourself on a scale of 10?

**Answer:-**

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

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