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# Utility Billing Clerk Job Interview Preparation Guide.

### Question #1

Do you think you are overqualified for this position As Utility Billing Clerk?

### 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 # 2

What is your greatest strength As Utility Billing Clerk?

### Answer-

This is your time to shine. Just remember the interviewer is looking for work related strengths As Utility Billing Clerk. Mention a number of them such as being a good motivator, problem solver, performing well under pressure, being loyal, having a positive attitude, eager to learn, taking initiative, and attention to detail. Whichever you go for, be prepared to give examples that illustrate this particular skill.

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# Question #3

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 #4

Give me an example of a time when you set a goal and were able to meet or achieve it?

# Answer-

Show that you set great goals and the process and steps you took to achieve it. Details really matter here.

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# Question # 5

Explain yourself in one line?

# Answer:-

When you respond, keep in mind the type of position you are interviewing for like Utility Billing Clerk 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.

- \* 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 # 6

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

# Answer:

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



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### Question #7

Top 13 Situational Interview Questions As Utility Billing Clerk:

### Answer:-

Situational interviews As Utility Billing Clerk are similar to behavioral interview questions - but they are focused on the future, and ask hypothetical questions, whereas behavioral interview questions look at the past.

The advantage is that employers can put all candidates in the same hypothetical situations, and compare their answers.

- 1. What would you do if you made a strong recommendation in a meeting, but your colleagues decided against it?
- 2. How you would handle it if your team resisted a new idea or policy you introduced?
- 3. How would you handle it if the priorities for a project you were working on were suddenly changed?
- 4. What would you do if the work of an employee you managed didn't meet expectations?
- 5. What would you do if an important task was not up to standard, but the deadline to complete it had passed?
- 6. What steps would you take to make an important decision on the job As Utility Billing Clerk?
- 7. How would you handle a colleague you were unable to form a positive relationship with?
- 8. What would you do if you disagreed with the way a manager wanted you to handle a problem?
- 9. What would you do if you were assigned to work with a difficult client As Utility Billing Clerk?
- 10. What would you do if you worked hard on a solution to a problem, and your solution was criticized by your team?
- 11. How would you handle working closely with a colleague who was very different from you?
- 12. You're working on a key project that you can't complete, because you're waiting on work from a colleague. What do you do?
- 13. You realize that an early mistake in a project is going to put you behind deadline. What do you do?

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### Question # 8

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 #9

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 # 10

Do you work well within a team?

# Answer:-

Some people are thrown when they are asked this Utility Billing Clerk 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 # 11

Give me an example of how you handled pressure at work As Utility Billing Clerk?

# Answer:

The company is looking to see if you can handle pressure well. Share with them an example where you were able to stay calm during a pressure filled situation (perhaps it was a deadline, or there was an emergency with a customer occurring). Discuss the situation, your reaction and steps you took to resolve it and the outcome.

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# Question # 12

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

# Answer:

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

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# Question # 13

Can you tell me a little about yourself?

# Answer:-

This question seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal: Don't give your complete employment (or personal) history As Utility Billing Clerk. Instead give a pitch-one that's concise and compelling and that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how that prior experience has positioned you for this



specific role.

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# Question #14

You have a project due in one hour but a more important emergency that affects business needs to be fixed immediately, what do you do?

### Answer:-

Focus on the issue that impacts the business most first.

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### Question # 15

How do you stay organized?

### Answer:-

By maintaining proper routine every day. Putting my strongest points with my weakness. High priority always comes first As Utility Billing Clerk.

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# Question # 16

Do you ever take work home with you?

### Answer:-

Here are two great sample answers that might help get you started:

- \* I am an extremely organized person, so I tend to be able to get my work done at work. However, if the need arose I would not be against taking work home. I try not to make it a habit, since I do value my free time. I do realize though that the work we do is important, and sometimes you have to do what needs to be done.
- \* I do not shy away from taking work home with me. I know that meeting deadlines and doing outstanding work sometimes means taking a bit of it home. I do not have a problem doing that when the need arises.
- \* Make sure to give an honest answer. Lying about taking work home may turn out badly for you if it is required and you do not do it.

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### Question #17

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 # 18

Tell us something about yourself?

# Answer:

Bad Answer: Candidates who ramble on about themselves without regard for information that will actually help the interviewer make a decision, or candidates who actually provide information showing they are unfit for the job.

Good answer: An answer that gives the interviewer a glimpse of the candidate's personality, without veering away from providing information that relates to the job. Answers should be positive, and not generic.

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# Question #19

What did you dislike about your old job?

# Answer:-

Try to avoid any pin point, like never say "I did not like my manager or I did not like environment or I did not like team" Never use negative terminology. Try to keep focus on every thing was good As Utility Billing Clerk, I just wanted to make change for proper growth.

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# Question # 20

Why do you want to leave your current company As Utility Billing Clerk?

# 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 # 21

Tell me about a time you failed?

# Answer-

Everyone has failed, so don't play dumb or claim you've never messed up As Utility Billing Clerk. 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 # 22

Tell me about a time when you helped resolve a dispute between others?

### Answer-

Be sure to discuss a very specific example. Tell the interviewer what methods you used to solve the problem without focusing on the details of the problem.

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### Question # 23

What makes you right for this position?

### Answer-

This question can be tricky because you need to show your worth As Utility Billing Clerk without sounding cocky or arrogant. Research the business ahead of time and become familiar with its mission and values. Take the time to figure out how your personal qualities fit the needs of the business and use that fit to provide your answer.

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# Question # 24

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 # 25

Describe your vision of your perfect dream job?

### Answer:-

Ideally, the role you're applying for either is that dream job or will help you get to it. If it's going to help you get there, describe the elements of that job role that you are passionate about so that it ties to the vision of what your dream job is. Be honest and talk about the type of work environment, management team / leadership, coworkers, culture, vision and products/services you'd like your dream job to entail.

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### Question # 26

What is your greatest strength? How does it help you As Utility Billing Clerk?

# Answer:-

One of my greatest strengths, and that I am a diligent worker... I care about the work getting done.. I am always willing to help others in the team. Being patient helps me not jump to conclusions... Patience helps me stay calm when I have to work under pressure.. Being a diligent worker.. It ensures that the team has the same goals in accomplishing certain things.

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# Question # 27

Describe to me a time where you had to make a hard decision As Utility Billing Clerk?

# Answer:-

Hard decisions are hard for a reason. It could dramatically effect the company. It could affect other workers. So if you have a story about how you made a hard decision and had a good outcome, share that. If you have one where the outcome wasn't great, explain how you would have changed the way you approached the decision to show you learned how to improve.

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# Question # 28

What do you like to do outside of work?

# Answer:-

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

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# Question # 29

Describe a time when you had to help a coworker out that did not directly benefit you?

# Answer:

There should be many times where you've assisted others As Utility Billing Clerk. If you haven't, think of how you would in the future. You can discuss charitable causes, how you mentored someone, and so on.

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# Question # 30

What do you think of your previous boss?



### Answer:-

Do not belittle or talk badly of your last boss - it will come off as being petty. Instead, talk about the positive lessons you were able to learn from your last boss.

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# Question #31

Why are manhole covers round?

### Answer-

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

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

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### Question #32

How will you approach learning this "new" job As Utility Billing Clerk?

### 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 #33

How have you achieved your success?

### Answer:-

Discuss stories of how you've progressed over the years to achieve success. People relate best to stories.

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### Question #34

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 #35

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 # 36

What did you major in and why?

# Answer:

Tell them your major and the motivations behind why you chose it and how it's helped to prep your of this potential job.

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# Question #37

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 #38

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 #39

How do you stay up to date with industry?



### Answer:-

Discuss how you stay up to date by reading industry specific sites, magazines, and Google / yahoo news. Also make sure you stay up to date by reading the current news on the company's website.

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### Question # 40

How has school prepared you for this job role?

### Answer:-

Think back to how you've interacted with your peers to develop social skills, how you've worked with classmates on projects to develop teamwork and collaborative skills, how you've developed discipline through studying, how the courses have helped your creativity, and how the classes you've taken have impacted your analytical / problem solving / reasoning skills.

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# Question # 41

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 # 42

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 #43

Why should we give you this job As Utility Billing Clerk when someone else is equally qualified?

### Answer:-

Describe how you're unique, but make sure you tie it to the job responsibilities and how you would impact the company. For example, "I believe my unique programming skills and experience in developing over 18 best selling iphone apps will help the company develop high quality applications faster than my competitors"

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# Question # 44

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

# Answer:-

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

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# Question # 45

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 # 46

If hired, how do you intend on making a difference with our company?

# Answer:-

Dedicate myself to learn everything about the new company that I can, look for ways and ideas that could improve, processes, safety, removing obstacles from the associates, I want to advance within the company.

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# Question # 47

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 # 48

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 # 49

What would you do if our competitor offered you a position As Utility Billing Clerk?

### Answer:-

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

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# Question # 50

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.

### Question #51

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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 # 52

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 # 53

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 # 54

What do you know about the company?

# Answer:-

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

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# Question # 55

What 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 # 56

Are you planning to continue your studies and training As Utility Billing Clerk?



### 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 # 57

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 #58

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 # 59

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 # 60

Do you like to start personal relationships with other employees?

# Answer:

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

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# Question # 61

What do you think we could do better or differently?

# Answer:-

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

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# Question # 62

What was the most important task you ever had?

# Answer:-

There are two common answers to this question that do little to impress recruiters:

- \* 'I got a 2.1
- \* 'I passed my driving test'

No matter how proud you are of these achievements, they don't say anything exciting about you. When you're going for a graduate job, having a degree is hardly going to make you stand out from the crowd and neither is having a driving licence, which is a requirement of many jobs.

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# Question # 63

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

# Answer:-

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

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### Question # 64

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 #65

How do you evaluate your ability to handle conflict?

### Answer:-

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

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# Question # 66

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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### Question # 67

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 # 68

Rate yourself on a scale of 10?

### Answer:-

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

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# Question # 69

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

# Answer:-

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

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# Question #70

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 #71

Explain me about your experience working in this field As Utility Billing Clerk?

# Answer:-

I am dedicated, hardworking and great team player for the common goal of the company I work with. I am fast learner and quickly adopt to fast pace and dynamic area. I am well organized, detail oriented and punctual person.

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