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# Victim Advocate Witness Coordinator Job Interview Preparation Guide.

#### Question # 1

What is your typical way of dealing with conflict? Give me an example?

#### Answer:-

First, find out what the root of the problem is. Second, determine the best steps to remediation with the best possible outcome. Third, take action to put remediation plans in place.

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#### Question # 2

Why do you want this job As Victim Advocate Witness Coordinator?

#### Answer:

This question typically follows on from the previous one. Here is where your research will come in handy. You may want to say that you want to work for a company that is Global Guideline, (market leader, innovator, provides a vital service, whatever it may be). Put some thought into this beforehand, be specific, and link the company's values and mission statement to your own goals and career plans.

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# Question # 3

If you were interviewing someone for this position As Victim Advocate Witness Coordinator, what traits would you look for?

# Answer:

This is where the interviewer tries to turn the tables on you. Answer confidently by stating 3 specific traits that are applicable to that job role. For example, a consulting job would likely look for someone who can think outside of the box.

After answering, ask them, "Am I spot on here and if not, what traits would you look for?"

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# Question # 4

How well do you perform under pressure?

# Answer:

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

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# Question #5

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 Victim Advocate Witness Coordinator.

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# Question # 6

Explain what are your weaknesses As Victim Advocate Witness Coordinator?

# Answer:

Red flags: This is the peanut butter to the previous question's jelly. Again, everyone should expect it, so it's a bad sign if someone seems totally unprepared, or gives a stock answer like, "I'm a perfectionist." Also, of course, candidates crazy enough to blurt out some horrible personality trait should go in the red flagged pile. Good answer: Candidates should talk about a real weakness they've been working on improving. For instance, they're not good at public speaking, but they've been taking a course to help them improve. Or maybe they feel that they're easily distracted when working online, but have installed software that helps them stay on task.



Answers like these show a desire for improvement, self awareness and discipline.

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# Question #7

What's your management style?

#### Answer:-

The best managers are strong but flexible, and that's exactly what you want to show off in your answer. (Think something like, "While every situation and every team member requires a bit of a different strategy, I tend to approach my employee relationships as a coach...") Then, share a couple of your best managerial moments, like when you grew your team from five to 15 or coached an underperforming employee to become the company's top employee.

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#### Question # 8

What would your previous employer say is your greatest strength?

#### Answer:-

Be prepared for this question. If you have to sit and think about it it's going to appear as if you're not sure or that you've never identified your own value in the work place - not good. You don't have to have a complex response. Keep it simple and honest. For example, several possibilities could be Leadership, Problem solving ability, Initiative, Energy, Work ethic, Innovative, etc., etc.

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#### Question # 9

Basic 15 Interview Questions that Test Communication Skills As Victim Advocate Witness Coordinator:

#### Answer:-

For most jobs, communication skills As Victim Advocate Witness Coordinator are important. It's hard to work as a team if people aren't communicating well. At some jobs, like customer service or sales, communication skills are an absolute essential.

These questions are meant to help gauge a candidate's ability to communicate.

- 1. How do you prefer to build rapport with others?
- 2. How would you go about simplifying a complex issue in order to explain it to a client or colleague?
- 3. How would you go about persuading someone to see things your way at work?
- 4. How would you go about explaining a complex idea/problem to a client who was already frustrated?
- 5. What would you do if you there was a breakdown in communication at work?
- 6. Talk about a successful presentation you gave and why you think it did well.
- 7. How would you explain a complicated technical problem to a colleague with less technical understanding?
- 8. Do you prefer written or verbal communication As Victim Advocate Witness Coordinator?
- 9. Describe a time when you had to be careful talking about sensitive information. How did you do it?
- 10. What would you do if you misunderstood an important communication on the job?
- 11. Talk about a time when you made a point that you knew your colleagues would be resistant to.
- 12. Is it more important to be a good listener or a good communicator As Victim Advocate Witness Coordinator?
- 13. Tell me about a time you had to relay bad news to a client or colleague.
- 14. Rate your communication skills on a scale of 1 to 10. Give examples of experiences that demonstrate the rating is accurate.
- 15. How have you handled working under someone you felt was not good at communicating?

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# Question # 10

Do you think you are overqualified for this position As Victim Advocate Witness Coordinator?

# 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 # 11

How did you handle meeting a tight deadline As Victim Advocate Witness Coordinator?

# 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 # 12

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 Victim Advocate Witness Coordinator. 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 # 13

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 Victim Advocate Witness

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 # 14

What kind of car do you drive?

#### Answer:-

The only time this might matter is if the job requires a certain type of car because of the responsibilities. For example, if you need to load a lot of construction materials into your car, you'll probably need a truck.

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# Question #15

Have you ever you have been in a position As Victim Advocate Witness Coordinator 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 # 16

What would you like to avoid completely in your next job As Victim Advocate Witness Coordinator?

#### Answer:-

Bad business ethics, teammates / managers that are disrespectful / inconsiderate. But of course, this job wouldn't have things like this right?

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#### Question # 17

What did you like least about your last (or current) job As Victim Advocate Witness Coordinator?

# Answer:-

Don't vent or focus on the negative with brutally honest answers such as "My boss was a jerk," or "The company culture was too politically correct," or "They just weren't giving me the opportunity to take my career to the next level." Instead, keep the emphasis on the positive, even though there are sure to be things you weren't happy about.

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# Question # 18

What relevant work experience do you have in this career field As Victim Advocate Witness Coordinator?

# Answer:-

Talk about specific work related experience for the position you're interviewing for. Make sure the experience is relevant. Don't talk about previous experience that is not related to the position in question. If you don't have specific career related experience speak about prior experience that has helped you develop the specific knowledge and skills required for the position you are applying for.

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# Question # 19

How would your references describe you?

# Answer:-

Think of three major characteristics that demonstrate your best qualities related to work and then have quick stories to describe why.

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# Question # 20

What kind of work interests you the least As Victim Advocate Witness Coordinator?

# Answer:

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

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# Question # 21

What three character traits would your friends use to describe you?

# Answer:-

Friends would typically use attributes like (assuming you have these): Trustworthy, honest, hardworking, friendly, courageous, nice, diligent, organized and so forth. Not saying you have all of these, but the best way for you to find out is to survey your friends by asking them what they consider your brand to be.



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#### Question # 22

How will you approach learning this "new" job As Victim Advocate Witness Coordinator?

#### 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 # 23

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 # 24

How do you continue learning on a daily basis? Why is continuous improvement necessary As Victim Advocate Witness Coordinator?

#### Answer:

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

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#### Question # 25

Describe your academic achievements?

#### Answer:-

Think of a time where you really stood out and shined within college. It could be a leadership role in a project, it could be your great grades that demonstrate your intelligence and discipline, it could be the fact that you double majored. Where have you shined?

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# Question # 26

Describe what a bad work environment would look like to you As Victim Advocate Witness Coordinator?

# 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 # 27

If you look at a clock and the time is 3:15, what's the angle between the hour and the minute hands?

# Answer:-

Usually, if the answer to a brainteaser seems too easy, chances are the answer's wrong. And in this case, the answer is not zero degrees. The hour hand, remember, moves as well. That is, in addition to the minute hand. And so, at 3:15, the hour hand and the minute hand are not on top of each other. In fact, the hour hand has moved a quarter of the way between the 3 and 4. This means it's moved a quarter of 30 degrees (360 degrees divided by 12 equals 30). So the answer, to be exact, is seven and a half degrees (30 divided by four).

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# Question # 28

What motivates you to succeed?

# Answer:-

Your interviewer will likely want to know the reasons why you will remain motivated to do your best during your employment with the company As Victim Advocate Witness Coordinator. Perhaps you are interested in being challenged, but you may also have interest in being recognized for your hard work in the form of the number of sales you can attain. A great example answer for this question is "I always do my best in everything, including my job. I take pride in my success, and I also want the company for which I work to be successful. Being affiliated with a company that is known for its excellence is very important to me."

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# Question # 29

What are you most proud of?

# Answer:-

You should be proud of all your achievements As Victim Advocate Witness Coordinator! We just don't have time to hear them all as interviewers most likely. Focus on 1 really good achievement that showcases characteristics like the following: Integrity, competitiveness, resourcefulness, intelligence, persistence, and so forth.

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# Question # 30



How would you be an asset to us As Victim Advocate Witness Coordinator?

#### Answer-

Think again about the job specification and the skills needed for this role As Victim Advocate Witness Coordinator. 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 #31

Describe yourself in three words?

#### Answer:-

Pick three adjectives but then back up each with a real life story that demonstrates those characteristics.

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#### Question #32

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 #33

Why are you the best fit for this job As Victim Advocate Witness Coordinator?

#### Answer:-

Analyze the job responsibilities and match those to your skills sets. Then discuss how your experience and skills sets can truly create the best impact to the company in that specific job role. Impact could mean marketing impressions, sales, cutting costs, making products more efficiently, creating better customer service, engineering new designs that create customer excitement, etc.

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# Question # 34

What is your greatest strength? How does it help you As Victim Advocate Witness Coordinator?

#### 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 # 35

Where do you see yourself in five years As Victim Advocate Witness Coordinator?

# 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 # 36

Why are you leaving the present company?

# Answer:-

According to me we can not grow in the field without taking more responsibilities and risks and also we can't enhance our team leading capabilities, managerial skills without expose to wide range of people.

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# Question # 37

What was the most difficult employee situation you found yourself As Victim Advocate Witness Coordinator? How did you overcome the problem?

# Answer:

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

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# Question # 38

What's been your biggest failure to date?

# Answer:-



Describe your biggest failure and discuss what you've learned from it and ideally how you've been successful since because of that lesson.

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# Question #39

What is it about this position As Victim Advocate Witness Coordinator 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 # 40

What's been your biggest success to date?

#### Answer:-

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

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#### Question # 41

Did the salary we offer attract you to this job?

#### Answer:

The interviewer could be asking you this question for a number of reasons. Obviously, the salary is an important factor to your interest in this job, but it should not be the overriding reason for your interest. A good answer to this question is, "The salary was very attractive, but the job itself is what was most attractive to me."

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#### Question # 42

Who was your favorite manager and why?

#### Answer:-

Describe the attributes you liked about your favorite manager, typically attributes discussed are: Great at coaching, inspiring, motivating, empowering, trusting, delegating, leading, etc.

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# Question # 43

Explain an occasion when you had to adapt in the face of a difficult situation?

# Answer:

One of the most useful interview tactics is to remain positive about your work and achievements. This question lets the candidate draw on their own personal history to show how they have been positive and successful in the face of difficulties. Choose a specific occasion to describe, rather than dealing with generic platitudes.

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# Question # 44

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 Victim Advocate Witness Coordinator. 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 # 45

What problems have you encountered at work?

# Answer:-

Wow, do we have problems! Where do I begin? Well, most of the problems are internal, just people not working well with each other. I have one person on our team who is a real problem, but it seems like management is afraid to do anything about it. So we all end up having to do extra work to cover for this person, who just doesn't work. We all say that he's retired in place. I think he's just holding on until retirement in a couple years. But he's a real problem. I complain about it--a lot--but nothing ever seems to get done. I've even written negative reviews about the person, hoping he will get canned, but it doesn't happen. I can't wait for him to retire.

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# Question # 46

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 # 47

What do you expect to be earning in 5 years As Victim Advocate Witness Coordinator?



#### Answer:-

Discuss how you expect yourself to be excellent at your job. Thus, it would be reasonable to expect pay that is based on the merit of your work.

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# Question #48

How would you go about establishing your credibility quickly As Victim Advocate Witness Coordinator 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 # 49

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

#### Answer:-

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

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#### Question # 50

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 #51

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

#### Answer-

Describe work you've done that you feel doesn't take advantage of your full potential. For example, "I once had to make paper copies for my job and I feel it didn't take full advantage of my skills. However, it did teach me to be humble in my work and to appreciate a good opportunity when it arose to use my skills"

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# Question # 52

What would you do if our competitor offered you a position As Victim Advocate Witness Coordinator?

# Answer:

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

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# Question #53

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 # 54

What are your salary expectations As Victim Advocate Witness Coordinator?

# 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.

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 you're 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 #55

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 # 56

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 # 57

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 # 58

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 # 59

Tell me something about your family background?

#### Answer-

First, always feel proud while discussing about your family background. Just simple share the details with the things that how they influenced you to work in an airline field.

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# Question # 60

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 # 61

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 #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

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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