

Global Guideline.

https://globalguideline.com/



Yard Attendant Used Building Materials Job Interview Preparation Guide.

Question # 1

Do you work well within a team?

Answer:-

Some people are thrown when they are asked this Yard Attendant Used Building Materials 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.

Read More Answers.

Question # 2

Have you ever been caught stealing, or better yet, have you ever stole anything?

Answer:-

I guess everyone takes a pen or paper or little things like that. But other than that, NO. I have never stole from my employers or better yet As Yard Attendant Used Building Materials, from anyone.

Read More Answers.

Question #3

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 he same workload with less people.

Read More Answers

Question # 4

Tell me about yourself?

Anewor:

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!

Read More Answers.

Question #5

What can you offer me that another person can't?

Answer:-

This is when you talk about your record of getting things done. Go into specifics from your resume and portfolio; show an employer your value and how you'd be an asset.

You have to say, "I'm the best person for the job As Yard Attendant Used Building Materials. I know there are other candidates who could fill this position, but my passion for excellence sets me apart from the pack. I am committed to always producing the best results. For example..."

Read More Answers.

Question # 6

Why was there a gap in your employment As Yard Attendant Used Building Materials?

Answer:-

If you were unemployed for a period of time, be direct and to the point about what you've been up to (and hopefully, that's a litany of impressive volunteer and other mind-enriching activities, like blogging or taking classes). Then, steer the conversation toward how you will do the job and contribute to the organization: "I decided to take a break at the time, but today I'm ready to contribute to this organization in the following ways."



Read More Answers.

Question #7

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.

Read More Answers.

Question #8

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.

Read More Answers.

Question #9

How well do you know this industry?

Answer:-

Two things businesses need to pay attention to in their industries are what their competition is doing and the customers. You may not always agree with your competitors but it is important to be aware of what changes they are making. Very well. I have been in the industry for over 6 years.

Read More Answers.

Question # 10

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.)

Read More Answers.

Question # 11

If you were an animal, which one would you want to be?

Answer:-

Seemingly random personality-test type questions like these come up in interviews generally because hiring managers want to see how you can think on your feet. There's no wrong answer here, but you'll immediately gain bonus points if your answer helps you share your strengths or personality or connect with the hiring manager. Pro tip: Come up with a stalling tactic to buy yourself some thinking time, such as saying, "Now, that is a great question. I think I would have to say..."

Read More Answers.

Question # 12

Tell me an occasion when you needed to persuade someone to do something?

Answer:-

Interpersonal relationships are a very important part of being a successful care assistant. This question is seeking a solid example of how you have used powers of persuasion to achieve a positive outcome in a professional task or situation. The answer should include specific details.

Read More Answers.

Question # 13

What challenges are you looking for in this position?

Answer:-

A typical interview question to determine what you are looking for your in next job, and whether you would be a good fit for the position being hired for, is "What challenges are you looking for in a position As Yard Attendant Used Building Materials?" The best way to answer questions about the challenges you are seeking is to discuss how you would like to be able to effectively utilize your skills and experience if you were hired for the job. You can also mention that you are motivated by challenges, have the ability to effectively meet challenges, and have the flexibility and skills necessary to handle a challenging job. You can continue by describing specific examples of challenges you have met and goals you have achieved in the past.

Read More Answers

Question # 14

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.)

Read More Answers.

Question #15

What is your greatest failure As Yard Attendant Used Building Materials, and what did you learn from it?

Answer-

When I was in college, I took an art class to supplement my curriculum. I didn't take it very seriously, and assumed that, compared to my Engineering classes, it would be a walk in the park. My failing grades at midterm showed me otherwise. I'd even jeopardized my scholarship status. I knew I had to get my act together. I spent the rest of the semester making up for it, ended up getting a decent grade in the class. I learned that no matter what I'm doing, I should strive to do it to the best of my ability. Otherwise, it's not worth doing at all.

Read More Answers.

Question # 16

What is your greatest strength? How does it help you As Yard Attendant Used Building Materials?

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.

Read More Answers.

Question # 17

Where do you see yourself in five years As Yard Attendant Used Building Materials?

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.

Read More Answers

Question # 18

Describe to me the position As Yard Attendant Used Building Materials you're applying for?

Answer:

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

Read More Answers

Question # 19

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.

Read More Answers.

Question # 20

Do you have any question regarding this job As Yard Attendant Used Building Materials?

Answer:-

Never ask Salary, perks, leave, place of posting, etc. regarded questions. Try to ask more about the company to show how early you can make a contribution to your organization like. "Sir, with your kind permission I would like to know more about induction and developmental programs?" OR Sir, I would like to have my feedback, so that I can analyze and improve my strengths and rectify my shortcomings.

Read More Answers

Question # 21

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.

Read More Answers.

Question # 22

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.

Read More Answers

Question # 23

Explain me about a time when you reached a goal within a tight deadline?

Answer:

I work well under pressure to meet deadlines without jeopardizing the quality of my work. I have always worked in a fast pace environment where we are constantly under pressure to achieve best results within a time frame.

Read More Answers.

Question # 24

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.

Read More Answers.

Question # 25

Have you got any questions?

about my suitability for this role?

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

Read More Answers.

Question # 26

What are your salary expectations As Yard Attendant Used Building Materials?

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.

Read More Answers.

Question # 27

What kind of salary do you need As Yard Attendant Used Building Materials?

Answer:-

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

Read More Answers.

Question # 28

Why are you leaving your current job?

Answer:-

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

Read More Answers.

Question # 29

Why should the we hire you as this position As Yard Attendant Used Building Materials?

Answer:

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

Read More Answers

Question # 30

How do you think I rate as an interviewer?



Answer:-

I think you did fine. I'm sure you've conducted a lot of interviews, and it's probably second nature for you now. Thanks for taking the time to meet with me today. I'm sure you have a lot of things you have to juggle every day.

I'd say you rate at least ten out of ten. The questions you asked seemed spot on. I can tell you guys are working hard to find the perfect applicant for the job. I'm glad I could meet with you.

Read More Answers.

Question #31

How have you changed in the last five years?

Answer-

All in a nutshell. But I think I've attained a level of personal comfort in many ways and although I will change even more in the next 5-6 years I'm content with the past 6 and what has come of them.

Read More Answers.

Question #32

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.

Read More Answers.

Question # 33

Tell me about a time when you had to give someone difficult feedback As Yard Attendant Used Building Materials?

Answer:-

By asking this question, your interviewer hopes to learn whether you can communicate effectively, address issues in the workplace and motivate others during difficult times. Giving negative feedback requires honesty, thoughtfulness and tact. Answering this question well can help show an interviewer that you would be a good fit for a managerial position or a position that involves working closely with others.

Read More Answers

Question #34

If you had enough money to retire would you?

Answer:-

Just be honest. If you would retire then say so. But since you can't retire, and the interviewer already knows this, simply answer that since you can't this is type of work you prefer doing. However, if you wouldn't retire if you had the money then explain why. Work is an important element of happiness for most people and many won't retire even when they can.

Read More Answers.

Question #35

What type of people do you not work well with?

Answer:-

Be very careful answering this question as most organization employ professionals with an array of personalities and characteristics. You don't want to give the impression that you're going to have problems working with anyone currently employed at the organization. If you through out anything trivial you're going to look like a whiner. Only disloyalty to the organization or lawbreaking should be on your list of personal characteristics of people you can't work with.

Read More Answers.

Question # 36

What has disappointed you about a previous job?

Answer:-

Again, this question could get you in trouble so tread carefully. Some good answers might be that your previous job didn't provide any room for growth, that you were laid off due to a mandatory reduction in staff, that they closed their office in your state and required you to relocate, etc. Make sure not to mention anything negative about the people you worked with, the company in general or the job itself.

Read More Answers

Question # 37

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.

Read More Answers.

Question # 38

What qualities do you look for in a boss?



Answer:-

Remain optimistic and do not be too specific. Good attributes include moral character, honesty, and intelligence since managers usually believe they possess these

Read More Answers

Question # 39

What is your desired salary As Yard Attendant Used Building Materials?

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.

Read More Answers.

Question # 40

Top 13 Situational Interview Questions As Yard Attendant Used Building Materials:

Answer:-

Situational interviews As Yard Attendant Used Building Materials 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 Yard Attendant Used Building Materials?
- 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 Yard Attendant Used Building Materials?
- 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?

Read More Answers.

Question # 41

You notice there are too many non productive internal meetings being held, what do you do?

Reach out to your boss and let him know that first you value his leadership and organization but that you are being overwhelmed with the amount of non productive internal meetings.

Read More Answers.

Question # 42

Give me a specific example of a time when you had to conform to a policy with which you did not agree?

You want to first understand why the policy was put into effect. From there, if you truly disagree with it, explain your position to your management. If they don't change it, then you must accept their decision and continue to work or the alternative decision would be to find a new job.

Read More Answers.

Question # 43

Tell me about a time you had to fire a friend?

Hopefully you've never had to do this, but if you did, talk about how hard it was personally to fire anyone but that you did it objectively.

Read More Answers.

Question # 44

What do you know about this company?

Answer:-

Research the company on Google by searching recent news (to remain current on them) and their website. Make sure you understand their products / services, vision, competitive differentiators, and work culture.

Read More Answers.

Question # 45

What type of personalities do you work best with and why?

Think of which personalities you work best with (do you like outgoing, collaborative, personable working relationships and so forth?)



Read More Answers.

Question # 46

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.

Read More Answers.

Question # 47

What is your perception of taking on risk?

Answer:-

You answer depends on the type of company you're interviewing for. If it's a start up, you need to be much more open to taking on risk. If it's a more established company, calculated risks to increase / improve the business or minimal risks would typically be more in line.

Read More Answers.

Question # 48

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."

Read More Answers.

Question # 49

How do you feel about technology at the workplace in general?

Answer-

It's a great enabler for us to collaborate better as a team, for us to reach customers more efficiently and frequently and I believe it can help any company become more efficient, leaner, and more productive.

Read More Answers.

Question # 50

How important is a positive attitude to you?

Answer:

Incredibly important. I believe a positive attitude is the foundation of being successful - it's contagious in the workplace, with our customers, and ultimately it's the difference maker.

Read More Answers.

Question # 51

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.

Read More Answers.

Question # 52

Give me an example of when you competed hard and won?

Answer:-

You can reference many different areas here when discussing a story of where you won in competition: Work experience (ideal), sports, clubs, classes, projects.

Read More Answers.

Question # 53

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.

Read More Answers.

Question # 54

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.

Read More Answers.

Question #55

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"

Read More Answers.

Question # 56

Why should we give you this job As Yard Attendant Used Building Materials 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"

Read More Answers

Question # 57

What do you ultimately want to become?

Answer:-

Do you want to be an entry level worker As Yard Attendant Used Building Materials? Do you want to be a leader? Do you want to be an entrepreneur? Do you want to be a philanthropist? Do you want to be in middle management? Ask yourself these questions to figure it out.

Read More Answers

Question #58

What negative thing would your last boss say about you?

Answer-

"He/She wouldn't say anything bad, but he/she may point out I could improve in a certain area, and I've taken steps to become better at those skills"

Read More Answers.

Question # 59

If you were interviewing someone for this position As Yard Attendant Used Building Materials, 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?"

Read More Answers.

Question # 60

How do you feel about taking no for an answer?

Answer:-

It's good to be persistent, but not overbearing. Everyone will face rejection at some point in their life, so at some point you'll have to take no for an answer but then learn why you were turned down.

Read More Answers.

Question # 61

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.

Read More Answers.

Question # 62

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 Yard Attendant Used Building Materials. Work hard to get to know your teammates, how they work together, and how you can make the biggest impact.

Read More Answers.

Question # 63

How do you take "No" for an answer?



Answer:-

You want to be persistent enough to understand why someone is saying no so that you could potentially convince them otherwise with a sound reason. However, if they are still saying "no" to you, then you need to humbly accept their position and move on.

Read More Answers.

Question # 64

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.

Read More Answers.

Question # 65

What aspect of supervision do you find the most difficult?

Answer:-

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

Read More Answers.

Question # 66

How do you decide what to delegate and to whom?

Answer:-

Identify the strengths of your team members and their availability based on the priorities they have on their plate. From there, invest the tasks upon each member based on where you think you'll get the best return.

Read More Answers.

uesti		

Why did you select the University _____?

Answer:

Discuss the academic program, the extracurricular program(s), the school spirit, the quality of your peers, and the professors.

Read More Answers.

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.

Read More Answers.

Customer Services Most Popular Interview Topics.

- 1: WASH Officer Frequently Asked Interview Questions and Answers Guide.
- 2 : Customer Relationship Officer Frequently Asked Interview Questions and Answers Guide.
- 3 : <u>Humanitarian Affairs Officer Frequently Asked Interview Questions and Answers Guide.</u>
- 4 : Service Engineer Frequently Asked Interview Questions and Answers Guide.
- 5 : Campaign Manager Frequently Asked Interview Questions and Answers Guide.
- 6: Custodian Frequently Asked Interview Questions and Answers Guide.
- 7 : Motorway Police Officer Frequently Asked Interview Questions and Answers Guide.
- 8 : <u>Customer Service Manager Frequently Asked Interview Questions and Answers Guide.</u>
- 9: <u>Highway Patrolling Frequently Asked Interview Questions and Answers Guide.</u>
- 10 : Compliance Manager Frequently Asked Interview Questions and Answers Guide.

About Global Guideline.

Global Guideline is a platform to develop your own skills with thousands of job interview questions and web tutorials for fresher's and experienced candidates. These interview questions and web tutorials will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts. Global Guideline invite you to unlock your potentials with thousands of Interview Questions and Answers. Learn the most common technologies Interview Questions and Answers. We will help you to explore the resources of the World Wide Web and develop your own skills from the basics to the advanced. Here you will learn anything quite easily and you will really enjoy while learning. Global Guideline will help you to become a professional and Expert, well prepared for the future.

- * This PDF was generated from https://www.GlobalGuideline.com at **December 16th**, **2023**
- * If any answer or question is incorrect or inappropriate or you have correct answer or you found any problem in this document then don't hesitate feel free and <u>e-mail us</u> we will fix it.

You can follow us on FaceBook for latest Jobs, Updates and other interviews material. www.facebook.com/InterviewQuestionsAnswers

Follow us on Twitter for latest Jobs and interview preparation guides https://twitter.com/InterviewGuide

Best Of Luck.

Global Guideline Team https://GlobalGuideline.com Info@globalguideline.com