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# **Zyme Solutions Job Interview Preparation Guide.**

#### Question #1

What do you do in your spare time?

## Answer:-

If you want to show your fun side, discuss your extracurricular activities. If you want to show your ambition, discuss the work / school projects you do in your spare time.

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#### Question # 2

How do you evaluate success In Zyme Solutions?

#### Answer-

I evaluate success In Zyme Solutions in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that the Global Guideline company is recognized for not only rewarding success but giving employees opportunity to grow as well.

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## Question #3

Your client is upset with you for a mistake you made, how do you react?

## Answer:-

Acknowledge their pain - empathize with them. Then apologize and offer a solution to fix the mistake.

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## Question # 4

What role are you ready to take in a group?

## Answer:

Ideally, you want to take on the role you're interviewing for, but you want to be flexible with your responsibilities In Zyme Solutions if there are any changes.

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## Question # 5

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 # 6

Why are you leaving last job?

## Answer:-

Although this would seem like a simple question, it can easily become tricky. You shouldn't mention salary being a factor at this point In Zyme Solutions. If you're currently employed, your response can focus on developing and expanding your career and even yourself. If you're current employer is downsizing, remain positive and brief. If you employer fired you, prepare a solid reason. Under no circumstance should you discuss any drama or negativity, always remain positive.

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## Question # 7

Tell me about a decision you made recently and how you reached it In Zyme Solutions?

## Answer:-

The key is to show that you put a lot of thought (weighing out the pros and cons) but were able to be decisive. Be sure to explain your logic in arriving at the decision.



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#### Question #8

What do you like to do for fun?

#### Answer:-

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

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#### Question # 9

Explain what are your strengths In Zyme Solutions?

#### Answer:-

Bad Answer: Candidate is unprepared for question or only gives generic answers.

This is the most common job interview question - everybody should be expecting it. If they don't seem prepared, or give a fairly stock answer, it's probably a bad sign

Good answer: The consensus is to go for quality, not quantity here. Candidates should give a short list of strengths, and back each one up with examples that illustrate the strength. Also, they should explain how these strengths will be useful in the job you're applying for, and use this question to say something interesting about themselves.

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#### Question # 10

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 # 11

What have you learned from mistakes on this job?

#### Answer:-

Candidates without specific examples often do not seem credible. However, the example shared should be fairly inconsequential, unintentional, and a learned lesson should be gleaned from it. Moving ahead without group assistance while assigned to a group project meant to be collaborative is a good example.

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## Question # 12

What education or training have you had that makes you fit for this profession In Zyme Solutions?

## Answer:

This would be the first question asked in any interview. Therefore, it is important that you give a proper reply to the question regarding your education. You should have all the documents and certificates pertaining to your education and/or training, although time may not allow the interviewer to review all of them.

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## Question # 13

How do you stay organized?

## Answer:-

By maintaining proper routine every day. Putting my strongest points with my weakness. High priority always comes first In Zyme Solutions.

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## Question # 14

What have you done to improve your skills over the past year In Zyme Solutions?

## Answer:

You'll want to be prepare with some very specific examples of what you've done over the last year and what you're currently doing to improve your professional knowledge and skill set as well as anything else you're doing the shows self improvement.

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## Question # 15

What do you think about Teamwork?

## Answer:-

I enjoy teamwork and am used to shift work. I think I would adapt well to the role. I am looking for new challenges In Zyme Solutions and I know I would learn a lot as cabin crew, not just about people and places, but skills like first aid too, how can I help others with in my limits.

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## Question # 16



Can you describe your ideal boss/supervisor?

#### Answer:

During the interview In Zyme Solutions process employers will want to find out how you respond to supervision. They want to know whether you have any problems with authority, If you can work well as part of a group (see previous question) and if you take instructions well etc.

Never ever ever, criticize a past supervisor or boss. This is a red flag for airlines and your prospective employer will likely assume you are a difficult employee, unable to work in a team or take intruction and side with your former employer.

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## Question #17

What do you consider ethical spending on an expense account?

#### Answer:-

It depends on the role - but the better way to answer this is to ask the interviewer what their expectations are with regards to what the role can expense and then simply state that you'll stay within those parameters

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#### Question # 18

Your coworker highlights your mistakes in front of everyone, how do you handle the situation?

#### Answer:-

Admit to the mistake without being emotional, but then discuss how you are being proactive in getting it fixed. Lastly, pull the co-worker aside later on to tell them that you'd appreciate it if they gave you the feedback 1:1 first before throwing you under the bus.

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#### Question # 19

What motivates you?

#### Answer:-

I've always been motivated by the challenge - in my last role, I was responsible for training our new recruits and having a 100% success rate in passing scores. I know that this job is very fast-paced and I'm more than up for the challenge. In fact, I thrive on it.

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#### Question # 20

How much are you willing to sacrifice to be successful at work In Zyme Solutions?

## Answer:-

With anything comes sacrifice. The questions is how much of it are you willing to sacrifice with regards to work life balance, stress, etc?

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## Question # 21

What do you like to do?

## Answer:-

Discuss your passions In Zyme Solutions. Ideally if it's work related that's fantastic! If not, talk about your academic / extracurricular passions and WHY you enjoy them. For example: I love playing sports because of the team work aspect - it's fun winning together! (This example shows you're a team player)

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## Question # 22

What motivates you at the work place?

## Answer:-

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

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## Question # 23

Why do you want to join our company?

## Answer:

This is a question that is aimed at finding out whether you know enough about the company and the basic market. The best way to answer this question is to do some research on the company and highlight its positive points.

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## Question # 24

How do you handle conflicts with people you supervise?

## Answer:

At first place, you try to avoid conflicts if you can. But once it happens and there's no way to avoid it, you try to understand the point of view of the other person and find the solution good for everyone. But you always keep the authority of your position.

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#### Question # 25

If you could offer suggestions on how to improve our company, what would you say?

#### Answer-

Examine the trends of the company and also where there may be some weaknesses (news articles often document this on public companies or look at their competitors to see how they're positioning it against them.) Then, once you have that knowledge, think creatively on how you could improve upon that weakness for them.

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## Question # 26

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

#### Answer:-

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

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#### Question # 27

What is it about this position In Zyme Solutions 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 # 28

What types of situations do you consider "unfixable"?

#### Answer:-

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

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#### Question # 29

In what areas do you think you will need guidance?

#### Answer:-

Think about what you need to learn going into the job. Skill sets, industry knowledge, relationship building, team dynamics. Which areas are ones you're lacking?

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## Question # 30

Describe your work style?

## Answer:-

Describe the positive aspects of your work style if possible, including: work ethic, attention to detail, interpersonal skills, skill sets (analytical or otherwise), leadership abilities, communication skills.

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## Question # 31

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..."

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## Question #32

What type of extracurricular activities are you a part of?

## Answer.

Discuss the clubs / activities you were in, share a personal story about why you enjoyed it and then describe how it's helped shape you to be who you are today. For example, I enjoyed rock climbing because it taught me the value of practicing hard at a sport to become skilled in it. I bring this same diligence to my work approach today as well.

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## Question # 33

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.

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#### Question #34

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 #35

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 # 36

Have you ever mentored anyone before? If yes, describe the situation?

#### Answer-

Describe a time where you've helped someone else. Mentor ships can be informal so as you've helped someone over a period of time that can certainly count. The key is to highlight how you utilized certain skills/attributes like coaching, teaching, patience, communication skills, and so forth to mentor that person.

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#### Question # 37

What types of books or magazines do you typically read?

#### Answer:-

Describe both your personal and professional favorites. If you happen to like professional books / magazines that relate to the industry of the company you're applying for - that's definitely worth highlighting.

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## Question #38

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 # 39

Give me a few examples of how you're results oriented?

## Answer:-

Make you give an example where you discuss details and metrics. For example, I was a tutor in my last job and mentored 5 students on their SAT test taking skills and raised their scores by 15% on average after a 3 month teaching stint.

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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

How will you approach learning this "new" job In Zyme Solutions?

## 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 # 42

Describe a time when you've been overwhelmed with work?

## Answer:-

Show how you were able to over the "overwhelmed" feeling - by delegating tasks, getting people on your team to help you out, or by prioritizing your work and focusing on the most important issues first In Zyme Solutions.

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## Question # 43



How important is the vision of the company to you?

#### Answer-

It should be very important if you want a long standing career. Remember, you're investing your time, energy and earnings potential into a company so you want to make sure it's a sustainably successful company that will grow with you over the long haul.

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## Question # 44

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 # 45

What's a time you exercised leadership?

#### Answer:-

Depending on what's more important for the role, you'll want to choose an example that showcases your project management skills (spearheading a project from end to end, juggling multiple moving parts) or one that shows your ability to confidently and effectively rally a team. And remember: "The best stories include enough detail to be believable and memorable,". Show how you were a leader in this situation and how it represents your overall leadership experience and potential.

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#### Question # 46

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

#### Answer:-

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

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## Question # 47

How would you rate your communication and interpersonal skills for this job In Zyme Solutions?

#### Answer:-

These are important for support workers. But they differ from the communication skills of a CEO or a desktop support technician. Communication must be adapted to the special ways and needs of the clients. Workers must be able to not only understand and help their clients, but must project empathy and be a warm, humane presence in their lives.

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## Question # 48

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.

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## Question # 49

What is your greatest weakness In Zyme Solutions? What are you doing to improve it?

## Answer:-

I believe my biggest weakness In Zyme Solutions is wanting to help anyone I can help. What I mean is I am willing to take on task that are not my job. I want to learn all I can. However, that has helped me get promoted or even asked to help in times of need in other department. I have been know as the "go to person" when help is needed.

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## Question # 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 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 # 52

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 #53

If I talked to your three biggest fans, who would they be and why?

#### Answer:-

If you can reference three professionals with executive titles (CXO, VP, Director, Manager), that carries a lot of weight. Make sure you highlight how you've helped them achieve their biggest objectives and how that's made them your fan.

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#### Question # 54

How would you observe the level of motivation of your subordinates?

#### Answer:-

Choosing the right metrics and comparing productivity of everyone on daily basis is a good answer, doesn't matter in which company you apply for a supervisory role.

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#### Question #55

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 # 56

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 # 57

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 # 58

Are you aggressive?

## Answer-

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

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## Question # 59

What aspect of supervision do you find the most difficult?

## Answer:-

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

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## Question # 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.

## Question #61

What is your desired salary In Zyme Solutions?

#### Answer:-

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

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

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## Question # 62

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 #63

How would you go about establishing your credibility quickly In Zyme Solutions 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 # 64

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 # 65

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 # 66

Do you think you have enough experience In Zyme Solutions?

## Answer:-

If you do not have the experience they need, you need to show the employer that you have the skills, qualities and knowledge that will make you equal to people with experience but not necessary the skills. It is also good to add how quick you can pick up the routine of a new job role.

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## Question # 67

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.

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## Question # 68

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

## Answer:-



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



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