

# **Paid Benefits Administrative Job Interview Questions And Answers**



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## Paid Benefits Administrative Interview Questions And Answers Guide.

### Question - 1:

What have you done to improve your knowledge As Paid Benefits Administrative in the last year?

#### Ans:

Try to include improvement activities that relate to the job As Paid Benefits Administrative. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

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### Question - 2:

What are you looking for in a new position As Paid Benefits Administrative?

#### Ans:

I've been honing my skills As Paid Benefits Administrative for a few years now and, first and foremost, I'm looking for a position where I can continue to exercise those skills. Ideally the same things that this position has to offer. Be specific.

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### Question - 3:

What has been your biggest professional disappointment?

#### Ans:

When discussing a professional disappointment, make sure to discuss a scenario you could not control. Be positive about the experience and accept personal responsibility where applicable.

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### Question - 4:

Tell us something about yourself?

#### Ans:

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 - 5:

Can you explain why you changed career paths As Paid Benefits Administrative?

#### Ans:

Don't be thrown off by this question-just take a deep breath and explain to the hiring manager why you've made the career decisions As Paid Benefits Administrative you have. More importantly, give a few examples of how your past experience is transferable to the new role. This doesn't have to be a direct connection; in fact, it's often more impressive when a candidate can make seemingly irrelevant experience seem very relevant to the role.

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### Question - 6:

If you have multiple projects on your plate, how do you handle completing them on time?

#### Ans:

Prioritize based on business importance. Set clear timelines for each so that you know which ones to knock out first. Get your teammates to help if necessary.

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**Question - 7:**

Describe your work ethic?

**Ans:**

While discussing this, be sure to stress specific examples of what you bring to the company. Good qualities include resolve to fulfill job responsibilities, optimism, and a desire to be as efficient as possible while at work.

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**Question - 8:**

If you had enough money to retire would you?

**Ans:**

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.

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**Question - 9:**

Describe a time when you anticipated potential problems and developed preventive measures?

**Ans:**

The key here is to show that you were proactive. How did you find out about the potential problems? How did you address it quickly?

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**Question - 10:**

Describe your management style?

**Ans:**

Try to avoid specific classifications, whatever it may be. Organizations usually prefer managers who can adapt their skills to different situations.

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**Question - 11:**

Explain what are your weaknesses As Paid Benefits Administrative?

**Ans:**

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 - 12:**

What would your previous employer say is your greatest strength?

**Ans:**

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 - 13:**

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

**Ans:**

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 - 14:**

Tell me why do you want this job As Paid Benefits Administrative?

**Ans:**

Bad Answer: No solid answer, answers that don't align with what the job actually offers, or uninspired answers that show your position is just another of the many jobs they're applying for.

Good answer: The candidate has clear reasons for wanting the job that show enthusiasm for the work and the position, and knowledge about the company and job.

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**Question - 15:**

Do you ever take work home with you?

**Ans:**

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 - 16:**

Why was there a gap in your employment As Paid Benefits Administrative?

#### **Ans:**

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."

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### **Question - 17:**

How would your boss and co-workers describe you?

#### **Ans:**

First of all, be honest (remember, if you get this job, the hiring manager will be calling your former bosses and co-workers!). Then, try to pull out strengths and traits you haven't discussed in other aspects of the interview As Paid Benefits Administrative, such as your strong work ethic or your willingness to pitch in on other projects when needed.

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### **Question - 18:**

What experience do you have As Paid Benefits Administrative?

#### **Ans:**

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

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

Top 10 employment experience you'd want to review:

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

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### **Question - 19:**

How did you handle meeting a tight deadline As Paid Benefits Administrative?

#### **Ans:**

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 - 20:**

Tell me about the most fun you have had on the job?

#### **Ans:**

When answering this question, discuss situations where you completed tasks benefitting your previous employers.

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### **Question - 21:**

What critical component of this position As Paid Benefits Administrative makes the work challenging?

#### **Ans:**

Heading information: This should include job title, pay grade or range, reporting relationship (by position, not individual), hours or shifts, and the likelihood of overtime or weekend work.

Summary objective of the job: List the general responsibilities and descriptions of key tasks and their purpose, relationships with customers, coworkers, and others, and the results expected of incumbent employees.

Qualifications: State the education, experience, training, and technical skills necessary for entry into this job.

Special demands: This should include any extraordinary conditions applicable to the job As Paid Benefits Administrative (for example, heavy lifting, exposure to temperature extremes, prolonged standing, or travel).

Job duties and responsibilities: Only two features of job responsibility are important: identifying tasks that comprise about 90 to 95 percent of the work done and listing tasks in order of the time consumed (or, sometimes, in order of importance).



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**Question - 22:**

What did you dislike about your old job?

**Ans:**

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 Paid Benefits Administrative, I just wanted to make change for proper growth.

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**Question - 23:**

Would you describe yourself as more analytical or interpersonal?

**Ans:**

If you answer either, just make sure you explain why. For example, "I would consider myself to be more analytical because I'm good at examining a data set and then understanding how to interpret it in a business environment." or "I'm more of an interpersonal person because I enjoy working and collaborating with my teammates and clients"

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**Question - 24:**

Where do you see yourself in five years As Paid Benefits Administrative?

**Ans:**

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 - 25:**

Do you value recognition or pay more? Why?

**Ans:**

Either preference is fine, but just remember you have to be able to explain why. If you say recognition, then back that up by describing how achievement really carries weight with you and how you like to feel valued in the work that you do because it validates that you're helping your teammates / customers and so forth. If you choose money, you can also explain that is important to you as validation and you can highlight how money is important to you because of your goals (financial security, providing for your family, and so forth). The key is to be authentic with your answer. However, if you say you value pay more because you're greedy - know that doesn't align usually to most company's values/vision.

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**Question - 26:**

What is your biggest fear?

**Ans:**

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 - 27:**

Do you like being around people?

**Ans:**

People skills are a necessity for medical assistants. When answering this question, be sure to show that you enjoy interacting and working with others and that you also derive great enjoyment from helping others. This will show that you are a team player and that you would be a valuable team member As Paid Benefits Administrative.

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**Question - 28:**

What classes did you enjoy most in college and why?

**Ans:**

Think back to the classes that either resonated with your passion or truly helped you to develop skills that you believe will help you in your career. Talk about those.

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**Question - 29:**

Do you have the ability to articulate a vision and to get others involved to carry it out?

**Ans:**

If yes, then share an example of how you've done so at work or college. If not, then discuss how you would do so. Example: "I would first understand the goals of the



staff members and then I would align those to the goals of the project / company. Then I would articulate the vision of that alignment and ask them to participate. From there, we would delegate tasks among the team and then follow up on a date and time to ensure follow through on the tasks. Lastly, we would review the results together."

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### **Question - 30:**

Why are you interested in this type of job As Paid Benefits Administrative?

#### **Ans:**

You're looking for someone who enjoys working with the elderly, or a caring, sociable, and nurturing person.

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### **Question - 31:**

What do you feel you deserve to be paid?

#### **Ans:**

Do your research before answering this question - first, consider what the market average is for this job. You can find that by searching on Google (title followed by salary) and globalguideline.com and other websites. Then, consider this - based on your work experience and previous results, are you above average, if yes, by what % increase from your pay today from your perspective? Also - make sure if you aim high you can back it up with facts and your previous results so that you can make a strong case.

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### **Question - 32:**

What have you done to reduce costs, increase revenue, or save time?

#### **Ans:**

Even if your only experience is an internship, you have likely created or streamlined a process that has contributed to the earning potential or efficiency of the practice. Choose at least one suitable example and explain how you got the idea, how you implemented the plan, and the benefits to the practice.

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### **Question - 33:**

What are your thoughts on social media for this role?

#### **Ans:**

Without a doubt, social media is becoming more and more pervasive in our jobs. You should stress that social media is not appropriate for personal use at work. However, if the company embraces social media in certain departments (for example marketing), then you may want to discuss how you could use it for work (as long as it applies to your role).

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### **Question - 34:**

What's a time you disagreed with a decision that was made at work?

#### **Ans:**

Everyone disagrees with the boss from time to time, but in asking this interview question As Paid Benefits Administrative, hiring managers want to know that you can do so in a productive, professional way. "You don't want to tell the story about the time when you disagreed but your boss was being a jerk and you just gave in to keep the peace. And you don't want to tell the one where you realized you were wrong,". Tell the one where your actions made a positive difference on the outcome of the situation, whether it was a work-related outcome or a more effective and productive working relationship.

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### **Question - 35:**

What is it about this position As Paid Benefits Administrative that attracts you the most?

#### **Ans:**

Use your knowledge of the job description to demonstrate how you are a suitable match for the role.

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### **Question - 36:**

What's been your biggest success to date?

#### **Ans:**

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 - 37:**

How do you feel about this company's vision?

#### **Ans:**

First find out where the company envisions itself in 3-5 years. If you can't find the vision of the company, that's probably a big question mark on the company itself. Once you do, identify how those company's visions align to your personal values and goals and then articulate how tightly correlated that is to the interviewer. For example - this company wants to be the #1 provider of green technology in the world and I feel strongly about that vision because we've got a chance to collectively impact the world to become a greener society and save our clients at the same time!



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**Question - 38:**

How meticulous are you with details?

**Ans:**

Being detailed is important for many types of job roles. Typically you want to highlight how you've done that in previous roles. Example: "Being meticulous is important to me. In my last job, I had to count the money in the register as a cashier to make sure it matched to the receipts down to the last penny." This was to ensure there wasn't any "wrongdoing" at the company by any of the cashiers and I was always accurate in my reports.

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**Question - 39:**

How would you estimate the weight of the Chrysler building?

**Ans:**

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

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**Question - 40:**

Why are you the best fit for this job As Paid Benefits Administrative?

**Ans:**

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 - 41:**

Describe your academic achievements?

**Ans:**

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 - 42:**

What are your thoughts on failure?

**Ans:**

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 - 43:**

Describe yourself in three words?

**Ans:**

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

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**Question - 44:**

Describe your vision of your perfect dream job?

**Ans:**

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 - 45:**

Do you work well under pressure?

**Ans:**

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

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**Question - 46:**





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

**Ans:**

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 - 47:**

Give me an example of an emergency situation that you faced. How did you handle it?

**Ans:**

There was a time when one of my employers faced the quitting of a manager in another country. I was asked to go fill in for him while they found a replacement and stay to train that person. I would be at least 30 days. I quickly accepted because I knew that my department couldn't function without me.

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**Question - 48:**

How many square feet of pizza are eaten in the United States each month?

**Ans:**

This is a classic guesstimate question where you need to think aloud. And so first off you round the U.S. population to 300 million people (it's actually about 315 million but rounding will be much easier and your interviewer will not score you lower for rounding). Then estimate how many people eat pizza. A decent educated guess is two out of every three people, or 200 million. Now let's say the average pizza-eating person eats pizza twice a month, and eats two slices at a time. That's four slices a month. If the average slice of pizza is perhaps six inches at the base and 10 inches long, then the slice is 30 square inches of pizza. So, four pizza slices would be 120 square inches (30 times 4).

Since one square foot equals 144 square inches (12 times 12), let's assume that each person who eats pizza eats one square foot per month. Since there are 200 million pizza-eating Americans, 200 million square feet of pizza are consumed in the U.S. each month. To summarize: 300 million people in America, 200 million eat pizza, average slice of pizza is six inches at the base and 10 inches long or 30 square inches, average American eats four slices of pizza a month, four pieces times 30 square inches equals 120 square inches (one square foot is 144 square inches), so let's assume one square foot per person, and thus one square foot times 200 million people equals 200 million square feet of pizza a month.

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**Question - 49:**

What features of your previous jobs have you disliked?

**Ans:**

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 - 50:**

Why should we hire you as this position As Paid Benefits Administrative?

**Ans:**

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.

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**Question - 51:**

What is your greatest weakness As Paid Benefits Administrative? What are you doing to improve it?

**Ans:**

I believe my biggest weakness As Paid Benefits Administrative 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 - 52:**

How do you handle stressful situations?

**Ans:**

By remaining calm, weighing out all my options and executing a plan to get the situation resolve .

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**Question - 53:**

What do you think we could do better or differently?

**Ans:**

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 - 54:**

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

**Ans:**

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 - 55:**

How have you changed in the last five years?

**Ans:**

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.

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**Question - 56:**

Where do you see yourself professionally five years from now As Paid Benefits Administrative?

**Ans:**

Demonstrate both loyalty and ambition in the answer to this question. After sharing your personal ambition, it may be a good time to ask the interviewer if your ambitions match those of the company.

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**Question - 57:**

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

**Ans:**

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 - 58:**

Do you have any question regarding this job As Paid Benefits Administrative?

**Ans:**

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.

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**Question - 59:**

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

**Ans:**

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 - 60:**

What is your desired salary As Paid Benefits Administrative?

**Ans:**

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 - 61:**

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

**Ans:**

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:**

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

**Ans:**

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 - 63:**

What do you know about the company?

**Ans:**

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 - 64:**

What are your salary expectations As Paid Benefits Administrative?

**Ans:**

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 - 65:**

How would you define success?

**Ans:**

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 - 66:**

What schedule do you hope to work? Are you willing to work extra hours?

**Ans:**

Be honest. If you really want the job and are willing to work any schedule needed, say so. If, however, you have no intention of working late hours or weekends, simply let the interviewer know the hours that you are available to work. The same applies to extra hours. You are more likely to be hired if you are willing to work any time you are needed. However, saying that you are willing and then complaining about the hours once you start working is a recipe for disaster.

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**Question - 67:**

What's your salary history?

**Ans:**

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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