

**Interview Questions Answers** 

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# **About Interview Questions Answers**

Interview Questions Answers . ORG is an interview preparation guide of thousands of Job Interview Questions And Answers, Job Interviews are always stressful even for job seekers who have gone on countless interviews. The best way to reduce the stress is to be prepared for your job interview. Take the time to review the standard interview questions you will most likely be asked. These interview questions and answers on Contract Management Purchasing Manager will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts.

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#### Question - 1:

Tell me about a time when you successfully handled a situation?

#### Ans:

For this question, the interviewer wants to know what you do in a situation that doesn't have a clear answer. This will help the interviewer know how you respond to unforeseen challenges.

View All Answers

#### Question - 2:

What motivates you at the work place?

#### Ans:

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

View All Answers

#### Question - 3:

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

#### Ans:

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

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# Question - 4:

What is your philosophy towards work?

#### Ans:

This is typically a straightforward question that merits a straightforward answer. Do you have strong worth ethic? Will you do whatever it takes to make sure the job gets done? Just say so in your response. Keep it short, direct and positive.

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#### Question - 5:

Tell me why do you want this job As Contract Management Purchasing Manager?

# 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 - 6:

How do you stay organized?

#### Ans:

By maintaining proper routine every day. Putting my strongest points with my weakness. High priority always comes first As Contract Management Purchasing Manager.

View All Answers

# Question - 7:



Did you consider yourself a team player?

#### Ans

Of course you're a team player - who isn't. But a simple yes probably isn't the response the interviewer is looking for. Be ready to provide specific example of how you've worked as part of a cohesive team to get things accomplished and how you've focus on team performance rather than individual performance. Make sure not to brag as this will make it appear as that you're more concerned about your own performance and accomplishments than those of the team.

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#### Question - 8:

What critical component of this position As Contract Management Purchasing Manager 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 Contract Management Purchasing Manager (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 - 9:

You are not given the tools you need to be successful. How would you change that As Contract Management Purchasing Manager?

#### Ans:

State a business case to your manager / leader as to why you need the tools and make the request for them.

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#### Question - 10:

What have you done to improve your skills over the past year As Contract Management Purchasing Manager?

#### Ans:

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.

View All Answers

#### Question - 11:

Are you good at working in a team As Contract Management Purchasing Manager?

#### Ans:

Before you answer, consider how you best contribute to a team:

- \* Do you get along easily with people?
- \* Are you an effective collaborator?
- \* Can you communicate with people from various backgrounds and with different personalities?
- \* Can you motivate people?
- \* Do you know how to push back tactfully?
- \* Can you mediate conflicts?
- \* Can you deal with difficult personalities?

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#### Question - 12:

Tell me about a time when you had to give someone difficult feedback As Contract Management Purchasing Manager?

#### Ans:

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.

View All Answers

# Question - 13:

Are you able to relocate if required?

#### Ans

Be completely honest and thoughtful with this one. You don't want to wake up one to find out that you're moving to a new city or state and it may be a major factor in your eligibility for employment. But again, if you don't want to move then the job probably isn't for you.

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#### Question - 14:

How well do you perform under pressure?

Ans:



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.

View All Answers

#### Question - 15:

What is your greatest professional achievement?

#### Anc.

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Contract Management Purchasing Manager, so don't be shy when answering this interview question! A great way to do so is by using the S-T-A-R method: Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., "In my last job as a Contract Management Purchasing Manager, it was my role to manage the invoicing process"), but spend the bulk of your time describing what you actually did (the action) and what you achieved (the result). For example, "In one month, I streamlined the process, which saved my group 10 man-hours each month and reduced errors on invoices by 25%."

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#### Question - 16:

Do vou consider vourself successful?

#### Anc.

You should always answer yes to this question. Briefly explain why without going on and on. If you communicate that you're more successful than you really are you may come off as arrogant or unrealistic. A goof explanation is that you have set professional goals and that you have met some of these goals and are on track to meet more in the near future.

View All Answers

#### Question - 17:

What qualities do you look for in a boss?

#### Ane.

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

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#### Question - 18:

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.

View All Answers

#### Question - 19:

How did you handle meeting a tight deadline As Contract Management Purchasing Manager?

#### 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.

View All Answers

#### Question - 20:

Why do you want to work for this company?

#### Ans:

Again be honest. The interviewer will be able to sense very quickly if you're be disingenuous. Your answer should be base on your person reasons, career aspirations as well as research you've performed on the company. The most important thing you should do is make sure to relate your answer to your long-term career goals.

View All Answers

#### Question - 21:

Tell me a difficult situation you have overcome in the workplace?

#### Δne-

Conflict resolution, problem solving, communication and coping under pressure are transferable skills desired by many employers As Contract Management Purchasing Manager.

Answering this question right can help you demonstrate all of these traits.

- \* Use real-life examples from your previous roles that you are comfortable explaining
- \* Choose an example that demonstrates the role you played in resolving the situation clearly
- \* Remain professional at all times you need to demonstrate that you can keep a cool head and know how to communicate with people

View All Answers

# Question - 22:



Where do you see your career in five years As Contract Management Purchasing Manager?

#### Anc

I would like to retire from this company. I would like to make a difference in the company whether in the company or any other position or area of the company As Contract Management Purchasing Manager.

View All Answers

#### Question - 23:

Where do you see yourself in five years As Contract Management Purchasing Manager?

#### 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.

View All Answers

#### Question - 24:

How have you achieved your success?

#### Ans:

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

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#### Question - 25:

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 - 26:

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

#### Ans:

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.

View All Answers

# Question - 27:

How do you deal with pressure or stressful situations?

#### Ans:

Choose an answer that shows that you can meet a stressful situation head-on in a productive, positive manner and let nothing stop you from accomplishing your goals. A great approach is to talk through your go-to stress-reduction tactics (making the world's greatest to-do list, stopping to take 10 deep breaths), and then share an example of a stressful situation you navigated with ease.

View All Answers

#### Question - 28:

Would you describe yourself as more analytical or interpersonal?

#### Δnc.

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 interpersonal person because I enjoy working and collaborating with my teammates and clients"

View All Answers

# Question - 29:

What does success mean to you?

#### Ans

I am punctual, I always have excellent attendance on any job As Contract Management Purchasing Manager, I have a keen eye for both large and small details, and I am always finding ways to improve a process and shorten the length of time it takes to complete a project.

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#### Question - 30:

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.

View All Answers

#### Question - 31:

How have you shown yourself to be a leader?

#### Ans:

Think about a time where you've rallied a group of people around a cause / idea / initiative and successfully implemented it. It could be a small or large project but the key is you want to demonstrate how you were able to lead others to work for a common cause.

View All Answers

#### Question - 32:

What differentiates this company from other competitors?

#### Ans:

Be positive and nice about their competitors but also discuss how they are better than them and why they are the best choice for the customer. For example: "Company XYZ has a good product, but I truly believe your company has a 3-5 year vision for your customer that aligns to their business needs."

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#### Question - 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).

View All Answers

#### Question - 34:

How important is a positive attitude to you?

#### Ans:

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.

View All Answers

# Question - 35:

How do you handle conflicts with people you supervise?

#### Ans

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.

View All Answers

#### Question - 36:

What is it about this position As Contract Management Purchasing Manager that attracts you the most?

#### Ans:

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

View All Answers

# Question - 37:

What does "collaboration with teammates" mean to you?

#### Ans:

Drinking at the water cooler together is not the best example. Think of how you can collaborate with teammates to generate new ideas, to create initiatives to impact the business' success for the better (specifically in the department that you're applying for). For example, if you're applying to marketing, collaboration could mean discussing new ways of social media advertising to reach an audience of over a million people to strengthen the brand awareness of the company.

View All Answers

#### Question - 38:

How has school prepared you for this job role?

#### Ans:

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

View All Answers



#### Question - 39:

How would your former employer describe you?

#### Ans.

In all likelihood, the interviewer will actually speak with your former employer so honesty is key. Answer as confidently and positively as possible and list all of the positive things your past employer would recognize about you. Do not make the mistake of simply saying you are responsible, organized, and dependable. Instead, include traits that are directly related to your work as a medical assistant, such as the ability to handle stressful situations and difficult patients, the way you kept meticulous records, and more.

View All Answers

#### Question - 40:

Describe yourself in three words?

#### Ans:

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

View All Answers

#### Question - 41:

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

#### Ans:

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

View All Answers

#### Question - 42:

What do you know about our competition?

#### Ans:

Make sure you do your research on their competitors. You can find this by going to yahoo finance and click on their competitors (if they are public). From there research the news on them and go to their websites to understand their positioning on solutions and vision. You can also research local regional companies that are their competition (if it's a smaller private company on a regional scale) by simply typing in similar product offerings in the Google search followed by the city. Make sure you know their competitor's vision, products, culture, and how they are differentiated against their competition (and if they're not, how they could be)

View All Answers

# Question - 43:

What can you tell me about team work as part of the job As Contract Management Purchasing Manager?

#### Ans:

There is usually a team of staff nurses working in cooperation with each other. A team of nurses has to get along well and coordinate their actions, usually by dividing their responsibilities into sectors or specific activities. They help each other perform tasks requiring more than one person.

View All Answers

# Question - 44:

Have you ever been fired and if yes, why?

#### Ans

Answer this as positively as possible and try to avoid disparaging the company you had previously worked for. The key is to accept the fact that yes, you were fired, but you've learned from the mistakes that got you there and you're better now because of it. If you haven't been fired, well, then this question's a piece of cake isn't it?

View All Answers

#### Question - 45:

How do you keep each member of the team involved and motivated?

# Ans:

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

View All Answers

# Question - 46:

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"

View All Answers

# Question - 47:



What are your salary expectations As Contract Management Purchasing Manager?

#### Ane:

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.

View All Answers

#### Question - 48:

What kind of salary do you need As Contract Management Purchasing Manager?

#### Ans:

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.

View All Answers

#### Question - 49:

How would your friends describe you?

#### Ans:

My friends would probably say that I'm extremely persistent - I've never been afraid to keep going back until I get what I want. When I worked as a program developer, recruiting keynote speakers for a major tech conference, I got one rejection after another - this was just the nature of the job. But I really wanted the big players - so I wouldn't take no for an answer. I kept going back to them every time there was a new company on board, or some new value proposition. Eventually, many of them actually said "yes" - the program turned out to be so great that we doubled our attendees from the year before. A lot of people might have given up after the first rejection, but it's just not in my nature. If I know something is possible, I have to keep trying until I get it.

View All Answers

#### Question - 50:

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.

View All Answers

#### Question - 51:

How good are you at problem solving?

#### Ans:

Describe the problem first and then discuss how you were able to fix it.

View All Answers

#### Question - 52:

How much do you expect to get paid As Contract Management Purchasing Manager?

#### Ans:

For this be prepared and research salary to find out what similar positions are paying in your area before you go to the interview. Try to find this information out before giving your salary expectations. You can and should provide a range instead of an exact number. But again, don't say any numbers you're not comfortable with because if the employer offers you a salary at the lowest end of your range, you don't have much to negotiate with when it comes to getting a higher salary.

View All Answers

#### Question - 53:

What is your biggest achievement?

#### Ans

Quality work to be is about doing work to the require or set standard, which is very important when it comes to warehouse operations.

View All Answers

#### Question - 54:

How do you think I rate as an interviewer?

#### Ans:

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.

View All Answers

# Question - 55:



What would your first 30, 60, or 90 days look like in this role As Contract Management Purchasing Manager?

#### Ans:

Start by explaining what you'd need to do to get ramped up. What information would you need? What parts of the company would you need to familiarize yourself with? What other employees would you want to sit down with? Next, choose a couple of areas where you think you can make meaningful contributions right away. (e.g., "I think a great starter project would be diving into your email marketing campaigns and setting up a tracking system for them.") Sure, if you get the job, you (or your new employer) might decide there's a better starting place, but having an answer prepared will show the interviewer where you can add immediate impact-and that you're excited to get started.

View All Answers

#### Question - 56:

What type of work environment do you prefer?

#### Ans:

Ideally one that's similar to the environment of the company you're applying to. Be specific.

View All Answers

#### Question - 57:

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.

View All Answers

#### Question - 58:

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.

View All Answers

#### Question - 59:

Where do you see yourself professionally five years from now As Contract Management Purchasing Manager?

#### 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.

View All Answers

#### Question - 60:

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.

View All Answers

#### Question - 61:

What are three positive things your last boss would say about you?

#### Ans:

It's time to pull out your old performance appraisals and boss's quotes. This is a great way to brag about yourself through someone else's words: "My boss has told me that I am the best designer he has ever had. He knows he can rely on me, and he likes my sense of humor."

View All Answers

#### Question - 62:

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.

View All Answers

#### Question - 63:

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

#### Δns·

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.

View All Answers

#### Question - 64:

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

#### Anc.

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

View All Answers

#### Question - 65:

What is your greatest weakness As Contract Management Purchasing Manager? What are you doing to improve it?

#### Ans:

I believe my biggest weakness As Contract Management Purchasing Manager 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.

View All Answers

#### Question - 66:

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.

View All Answers

# Question - 67:

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.

View All Answers

#### Question - 68:

Do you have any question regarding this job As Contract Management Purchasing Manager?

#### 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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