

# Computer Keyboard Operator Job Interview Questions And Answers



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# Computer Keyboard Operator Interview Questions And Answers Guide.

## Question - 1:

What is your philosophy towards work?

### Ans:

This is typically a straightforward question that merits a straightforward answer. Do you have strong work 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 - 2:

What would you like to avoid completely in your next job As Computer Keyboard Operator?

### Ans:

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

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## Question - 3:

What do you think about Teamwork?

### Ans:

I enjoy teamwork and am used to shift work. I think I would adapt well to the role. I am looking for new challenges As Computer Keyboard Operator 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 within my limits.

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## Question - 4:

What type of people do you not work well with?

### Ans:

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

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## Question - 5:

Tell me about yourself?

### Ans:

There are some questions that your potential employer aren't allowed to ask (but trust me, they probably want to). For instance, they shouldn't really ask about your family or how far away you live from your potential place of employment. If you can find a way to answer these questions anyway (with the answers they want to hear), that will give them a little added info to help them make the (right) decision!

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## Question - 6:

Why do you want this job As Computer Keyboard Operator?

### Ans:

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

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### Question - 7:

Basic 15 Interview Questions that Test Communication Skills As Computer Keyboard Operator:

#### Ans:

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

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

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

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### Question - 8:

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 being disingenuous. Your answer should be based on your personal 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.

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### Question - 9:

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 - 10:

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

#### Ans:

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

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### Question - 11:

Are you willing to work overtime or odd hours?

#### Ans:

Be completely honest. You don't want to lie to get the job if you're not going to work the hours required.

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### Question - 12:

If you could do it all over again, how would you plan your academic studies differently?

#### Ans:

Whatever you do, just don't act bitter. A lot of times we wish we could change the past, but focus on the positive reasons and results of the decisions you already made.

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### Question - 13:

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

#### Ans:

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

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### Question - 14:



Why do you want to leave your current company As Computer Keyboard Operator?

**Ans:**

Bad Answer: Complaining about or blaming their former job, boss or colleagues. Also, having no good reason.

Good answer: One that focuses on the positives about why the job they're applying for offers them better learning or career opportunities, chances for advancement, aligns more closely to their long term goals, or is a better fit for them.

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**Question - 15:**

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 - 16:**

What do you consider to be your greatest achievement so far and why?

**Ans:**

Be proud of your achievement, discuss the results, and explain why you feel most proud of this one. Was it the extra work? Was it the leadership you exhibited? Was it the impact it had?

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**Question - 17:**

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.

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**Question - 18:**

Tell me about a decision you made recently and how you reached it As Computer Keyboard Operator?

**Ans:**

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 - 19:**

Are you currently looking at other job opportunities?

**Ans:**

Just answer this question honestly. Sometime an employer wants to know if there are other companies you're considering so that they can determine how serious you are about the industry, they're company and find out if you're in demand. Don't spend a lot of time on this question; just try to stay focused on the job you're interviewing for.

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**Question - 20:**

What have you learned from mistakes on this job?

**Ans:**

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 - 21:**

What is your dream job?

**Ans:**

There is almost no good answer to this question, so don't be specific. If you tell the interviewer that the job you're applying for with his/her company is the perfect job you may lose credibility if you don't sound believable (which you probably won't if you're not telling the truth.) If you give the interviewer some other job the interviewer may get concerned that you'll get dissatisfied with the position if you're hired. Again, don't be specific. A good response could be, "A job where my work ethic and abilities are recognized and I can make a meaningful difference to the organization."

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**Question - 22:**

What is your biggest weakness As Computer Keyboard Operator?

**Ans:**

No one likes to answer this question because it requires a very delicate balance. You simply can't lie and say you don't have one; you can't trick the interviewer by offering up a personal weakness As Computer Keyboard Operator that is really a strength ("Sometimes, I work too much and don't maintain a work-life balance."); and you shouldn't be so honest that you throw yourself under the bus ("I'm not a morning person so I'm working on getting to the office on time.")



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**Question - 23:**

Are you willing to work in shifts?

**Ans:**

If the job calls for shifts that vary, be ready to do that for your work. If you aren't open to that, then explain why and see if they can adjust it for you.

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**Question - 24:**

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 - 25:**

How long do you envision yourself staying with this company?

**Ans:**

Understand that companies invest a lot of money into hiring the right staff. You want to emphasize that you are in it for the long run and you want to develop a career there and that it's not just a "5 month stepping stone" type of a job. You should be thinking how you're going to grow with that company. After all, don't you want to invest your energy and time with a company that is going to continue to be successful and one that will help you grow?

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**Question - 26:**

What are your presentation skills like As Computer Keyboard Operator?

**Ans:**

Make sure you share a story that demonstrates your presentation skills in front of many people. If you are really brave, offer to give a snippet of that presentation to the interviewer. This will definitely be different from what most people do.

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**Question - 27:**

What is the most important quality a supervisor should have?

**Ans:**

The ability to inspire / lead a team towards one common vision.

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**Question - 28:**

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

**Ans:**

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 - 29:**

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.

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**Question - 30:**

How do you feel about taking on repetitive tasks As Computer Keyboard Operator?

**Ans:**

This answer depends on whether or not the job has a lot of repetitive tasks with no variation. If it does, then you would need to be okay with the idea of doing the same task over and over again. If you feel you can offer more than repetitive work, then describe how you would be able to do so.

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**Question - 31:**

Tell me about the last time you missed a goal or deadline?

**Ans:**

Unless you're a completely perfect person, chances are you've messed up before on a goal/deadline. If so, discuss how you fell short and what you would have done in retrospect to achieve it.



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**Question - 32:**

What was the most difficult employee situation you found yourself As Computer Keyboard Operator? How did you overcome the problem?

**Ans:**

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

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**Question - 33:**

Why did you choose your major in college or tech school?

**Ans:**

People usually choose their major based on their passions or the career path they want to head towards.

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**Question - 34:**

What negative thing would your last boss say about you?

**Ans:**

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

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**Question - 35:**

What are you most proud of?

**Ans:**

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

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**Question - 36:**

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

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**Question - 37:**

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.

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**Question - 38:**

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.

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**Question - 39:**

Was there a person in your career who really made a difference?

**Ans:**

If you can't think of one, you need to get a mentor QUICKLY! Mentors can come in the form of peers, family members, co-workers, management / leaders at a company and so on.

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**Question - 40:**

What other companies are you interviewing at?

**Ans:**

Be open and share if you are indeed interviewing elsewhere, but do it in a humble way. This way you don't seem arrogant and the interviewer knows your skills are valued by other companies. This also tends to make them want you more as they know they are competing for your services.



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**Question - 41:**

In what areas do you think you will need guidance?

**Ans:**

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 - 42:**

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 - 43:**

What qualities do you believe are important to have as a manager?

**Ans:**

Great managers tend to empower their employees to be successful through strong coaching. They understand how to manage relationships - this is commonly referred to emotional intelligence. They have to be able to handle both client and staff situations that require them to be calm under pressure to clearly think of solutions to complex problems. Most importantly they must be able to articulate the vision to the team and inspire them to work together to collectively achieve that goal

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**Question - 44:**

How would you feel about working for someone who knows less than you As Computer Keyboard Operator?

**Ans:**

The reality is, the majority of the time someone is in a management/leadership position is because of their experience and past success. So they probably possess at least a unique set of knowledge from you. So you'll want to learn from them as much as possible. If it's not the case, then discuss how you would look for mentors in different departments to help your personal career development.

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**Question - 45:**

What are three positive character traits you don't have?

**Ans:**

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 - 46:**

What do you think of your previous boss?

**Ans:**

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 - 47:**

What other jobs are you applying for As Computer Keyboard Operator?

**Ans:**

If you're applying with other similar companies in a similar or the same industry, it's actually okay to state that as it shows you're valued and wanted.

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**Question - 48:**

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)

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**Question - 49:**

How long will it take for you to make a significant contribution?

**Ans:**

First define significant contribution - once you do that - lay out a timeline plan in which you think you can achieve that.





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**Question - 50:**

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

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**Question - 51:**

Give an example of a time you successfully worked As Computer Keyboard Operator on a team?

**Ans:**

On the whole I prefer to stick to doing what I'm told rather than setting myself up to fail by doing things off my own bat. But there was this one time when I suggested to my boss at the pizza parlor that she try offering an 'all you can eat' deal to students to boost trade on Mondays. She thought it was an interesting idea but nothing ever came of it.

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**Question - 52:**

What would your first 30, 60, or 90 days look like in this role As Computer Keyboard Operator?

**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.

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**Question - 53:**

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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**Question - 54:**

How good are you at problem solving?

**Ans:**

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

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**Question - 55:**

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 - 56:**

What techniques and tools do you use to keep yourself organized As Computer Keyboard Operator?

**Ans:**

Utilizing a calendar, having a notebook with your "to do" list, focusing on your top 3 priorities each and every day, utilizing a systematic way of storing documents on your computer (like box.net)

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**Question - 57:**

What was the most important task you ever had?

**Ans:**

There are two common answers to this question that do little to impress recruiters:

- \* 'I got a 2.1'
- \* 'I passed my driving test'



No matter how proud you are of these achievements, they don't say anything exciting about you. When you're going for a graduate job, having a degree is hardly going to make you stand out from the crowd and neither is having a driving licence, which is a requirement of many jobs.

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### Question - 58:

Are you aggressive?

#### Ans:

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:

Do you have any questions for me?

#### Ans:

Good interview questions to ask interviewers at the end of the job interview include questions on the company growth or expansion, questions on personal development and training and questions on company values, staff retention and company achievements.

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### Question - 60:

Are you planning to continue your studies and training As Computer Keyboard Operator?

#### Ans:

If asked about plans for continued education, companies typically look for applicants to tie independent goals with the aims of the employer. Interviewers consistently want to see motivation to learn and improve. Continuing education shows such desires, especially when potentials display interests in academia potentially benefiting the company.

Answering in terms of "I plan on continuing my studies in the technology field," when offered a question from a technology firm makes sense. Tailor answers about continued studies specific to desired job fields. Show interest in the industry and a desire to work long-term in said industry. Keep answers short and to the point, avoiding diatribes causing candidates to appear insincere.

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### Question - 61:

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.

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### Question - 62:

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

#### Ans:

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

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### Question - 63:

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 - 64:

How would you go about establishing your credibility quickly As Computer Keyboard Operator with the team?

#### Ans:

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 - 65:

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 - 66:**

Do you think you have enough experience As Computer Keyboard Operator?

**Ans:**

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:**

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 - 68:**

If I were to give you this salary you requested but let you write your job description for the next year, what would it say?

**Ans:**

It should say the same thing - after all - if you think this salary is fair then it should suit the responsibilities!

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**Question - 69:**

Does your boss know you're here today?

**Ans:**

Usually, you probably haven't told your boss for obvious reasons. So it's ok to say that they do not. You don't want to upset the balance at your current job after all and nothing is guaranteed in an interview. The interviewer should understand this stance.

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**Question - 70:**

What does "thinking outside the box" mean to you?

**Ans:**

It means not doing things exactly the same way as everyone else. You've got to challenge the status quo and bring something new to the business.

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**Question - 71:**

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

**Ans:**

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 - 72:**

What is your greatest weakness As Computer Keyboard Operator? What are you doing to improve it?

**Ans:**

I believe my biggest weakness As Computer Keyboard Operator 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 - 73:**

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 - 74:**

Rate yourself on a scale of 10?

**Ans:**

If you truly believe you're a 10, you better be able to explain why with examples / stories. If you believe you're a great contributor and have room to grow, say 8 or 9.



If you're below that, explain what you would do to improve yourself to get the ranking you believe you can be.

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