

# Records And Information Management Job Interview Questions And Answers



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## Records And Information Management Interview Questions And Answers Guide.

### Question - 1:

How well do you know our company?

#### Ans:

Well, a developed company that is gradually building their reputation in the competitive world.

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### Question - 2:

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 In Records And Information Management and I know I would learn a lot as cabin crew, not just about people and places, but skills like first aid too, how can I help others with in my limits.

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### Question - 3:

What motivates you?

#### Ans:

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

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### Question - 4:

What's your dream job?

#### Ans:

Along similar lines, the interviewer wants to uncover whether this position In Records And Information Management is really in line with your ultimate career goals. While "an GGL star" might get you a few laughs, a better bet is to talk about your goals and ambitions-and why this job will get you closer to them.

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### Question - 5:

When were you most satisfied in your job In Records And Information Management?

#### Ans:

I'm a people person. I was always happiest and most satisfied when I was interacting with community residents, making sure I was able to meet their needs and giving them the best possible comfort in a tough situation. It was my favorite part of the job, and it showed. Part of the reason I'm interested in this job is that I know I'd have even more interaction with the public, on an even more critical level.

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### Question - 6:

Are you good at working in a team In Records And Information Management?

#### 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 - 7:

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 - 8:

Do you work well on a team? How would you define teamwork?

#### Ans:

I would define team work as getting the job done In Records And Information Management whether that means if I have to do more then the guy next to me as long as the work gets finished.

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### Question - 9:

What are your personal skills which make you a candidate for the position In Records And Information Management?

#### Ans:

The list of crucial character traits includes patience, tact, and poise, with personal and cultural sensitivity. One needs the ability to work long hours, with much walking and some physical tasks. But the most important trait of all is to love people and to have the desire to care for them.

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### Question - 10:

What is your greatest failure In Records And Information Management, and what did you learn from it?

#### Ans:

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

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### Question - 11:

What is your greatest strength? How does it help you In Records And Information Management?

#### Ans:

One of my greatest strengths, and that I am a diligent worker... I care about the work getting done.. I am always willing to help others in the team.. Being patient helps me not jump to conclusions... Patience helps me stay calm when I have to work under pressure.. Being a diligent worker.. It ensures that the team has the same goals in accomplishing certain things.

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### Question - 12:

What was the most difficult employee situation you found yourself In Records And Information Management? 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 - 13:

Why should we select you not others?

#### Ans:

Here you need to give strong reasons to your interviewer to select you not others. Sell yourself to your interviewer in interview in every possible best way. You may say like I think I am really qualified for the position. I am a hard worker and a fast learner, and though I may not have all of the qualifications that you need, I know I can learn the job and do it well."

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### Question - 14:

Do you have any question regarding this job In Records And Information Management?

#### 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 - 15:

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 - 16:

Explain an occasion when you had to adapt in the face of a difficult situation?

#### Ans:

One of the most useful interview tactics is to remain positive about your work and achievements. This question lets the candidate draw on their own personal history to show how they have been positive and successful in the face of difficulties. Choose a specific occasion to describe, rather than dealing with generic platitudes.

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### Question - 17:

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 - 18:

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 - 19:

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 - 20:

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 - 21:

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 - 22:

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

#### Ans:

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



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**Question - 23:**

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 - 24:**

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 - 25:**

What do you think is your greatest weakness?

**Ans:**

Don't say anything that could eliminate you from consideration for the job. For instance, "I'm slow in adapting to change" is not a wise answer, since change is par for the course in most work environments. Avoid calling attention to any weakness that's one of the critical qualities the hiring manager is looking for. And don't try the old "I'm a workaholic," or "I'm a perfectionist."

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**Question - 26:**

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 - 27:**

Why are you leaving your current job?

**Ans:**

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

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**Question - 28:**

Give an example of a time you successfully worked in Records And Information Management 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 - 29:**

How do you evaluate your ability to handle conflict?

**Ans:**

I pride myself on being a good problem solver. Through my previous job and management positions I have faced numerous conflicts in different situations, and my experiences have helped me to hone my issue resolution skills. I believe that it is important to get to and address the root of the issue, in a respectable manner.

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**Question - 30:**

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 - 31:

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.

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### Question - 32:

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 - 33:

Do you consider yourself successful?

#### Ans:

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.

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### Question - 34:

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 - 35:

Tell us about a suggestion you have made that has benefited an organization you've worked for?

#### Ans:

This is another opportunity to show the interviewer what you're capable of so make sure to be prepared for this type of question. Have an example ready and make sure its an example of a suggestion you've made that was accepted and that have positive influence. If you can come up with an example that relates to the position you're applying for that would be even better.

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### Question - 36:

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 - 37:

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 - 38:

What position do you prefer on a team working on a project?

#### Ans:



Do not claim to be comfortable with a specific role if you in are in fact not comfortable with it. However, if you have no problem working in certain roles or situations, be sure to discuss this with the interviewer.

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### Question - 39:

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 - 40:

Top 11 Questions to Verify Experience and Credentials In Records And Information Management:

#### Ans:

Sometimes people want a job a little too bad - and they may fudge their credentials and experience a bit.

If you've run into this problem, are worried about it, or have credentials and experience that are absolutely essential, you may need to ask a few verification questions.

If you are a candidate, you should review your resume and make sure you know all the key points, and that nothing has been misconstrued.

1. What grades did you get in college?
2. What were your responsibilities when you worked in job x?
3. How many people were on your team at your last job?
4. What will your previous manager/supervisor say when I ask where you needed to improve?
5. What was your beginning and ending salary at job x?
6. What were your beginning and ending titles at job x?
7. Are you eligible for rehire at job x?
8. What tools are necessary for performing job x?
9. Describe to me how you would perform [x typical job task].
10. What was the focus of your thesis?
11. When did you leave company x?

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### Question - 41:

You have a project due in one hour but a more important emergency that affects business needs to be fixed immediately, what do you do?

#### Ans:

Focus on the issue that impacts the business most first.

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### Question - 42:

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 - 43:

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 - 44:

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

#### Ans:

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

[View All Answers](#)

### Question - 45:

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 - 46:

What motivates you to work In Records And Information Management?





**Ans:**

Describe what makes you passionate about the work. It could be the company's vision, the product, your desire to succeed, the clients, your peers and so on. The key is to first understand what internally motivates you to do your job and then to emphasize that in a positive way

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**Question - 47:**

What are you passionate about?

**Ans:**

Ask yourself - what are your core passions that you wake up excited to act on each and every day? Ask yourself what makes you happy or drives you - is it helping others? Is it making money? Is it creating something? Is it about changing the world? Etc.

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**Question - 48:**

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 - 49:**

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 - 50:**

What type of mentors do you seek out and why?

**Ans:**

Think of your top 3 mentors and what attributes they exhibit that you want to emulate. Common attributes include passion, desire, will, leadership, ability to influence others, intelligence.

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**Question - 51:**

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.

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**Question - 52:**

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 - 53:**

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 - 54:**

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 - 55:**

Describe a time where you've failed and bounced back?

**Ans:**

Share a story to describe this. For example: "I accidentally made the mistake of telling a customer I could deliver on a solution set on a certain date and then later found out our business partner couldn't do it on that time. I learned that I shouldn't rush into important decisions and promises like this and that I should always check with my counterparts first before committing to a statement of work."

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**Question - 56:**

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 - 57:**

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 - 58:**

Describe to me a time where you had to make a hard decision In Records And Information Management?

**Ans:**

Hard decisions are hard for a reason. It could dramatically effect the company. It could affect other workers. So if you have a story about how you made a hard decision and had a good outcome, share that. If you have one where the outcome wasn't great, explain how you would have changed the way you approached the decision to show you learned how to improve.

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**Question - 59:**

What would you do if our competitor offered you a position In Records And Information Management?

**Ans:**

I would weigh the offer and consider it, however, this company and this role is my first choice.

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**Question - 60:**

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

**Ans:**

Both are important. You need to stress that. However, if you could only choose one, ask yourself In Records And Information Management - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

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**Question - 61:**

What are you most proud of?

**Ans:**

You should be proud of all your achievements In Records And Information Management! 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 - 62:**

What do you like to do?

**Ans:**

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

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**Question - 63:**

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 - 64:**

What is your greatest fear?

**Ans:**

We all have fears. It's okay to discuss them. Just don't dive too deeply into them. Discuss how you would work to overcome your fears. You don't want to seem weak. You want to acknowledge it's out there but that you'll be able to work through it.

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**Question - 65:**

What would you do if you won the lottery?

**Ans:**

The interviewer is asking this question to find out what your true passion is. Ideally it aligns to the type of work you're interviewing for. If not, tie it back in terms of how it relates to the job, for example, "I believe I'll learn the necessary skills in this job to pursue my passion later on in life."

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**Question - 66:**

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 - 67:**

How would you go about establishing your credibility quickly In Records And Information Management 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 - 68:**

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 - 69:**

What do you see yourself doing within the first 30 days of this job?

**Ans:**

Typically the first 30 days are designed for you to learn as much as possible In Records And Information Management. Work hard to get to know your teammates, how they work together, and how you can make the biggest impact.

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**Question - 70:**

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 - 71:**

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 - 72:**

What would you like to avoid completely in your next job In Records And Information Management?

**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 - 73:**

What have you done to prepare yourself to be a supervisor?

**Ans:**

1. Learn from current supervisors (best practices)
2. Mentor others
3. Be exceptionally good at your current job so that it builds your credibility
4. Have a high emotional IQ

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**Question - 74:**

Tell me about a time when you were held accountable for a problem that you hadn't caused?

**Ans:**

If someone puts the blame on you (incorrectly), the best thing you can do is NOT to retaliate. You want to make it known that you were not to blame (explain all the facts) and then focus on fixing the problem in the best way possible.

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**Question - 75:**

What motivates you the most?

**Ans:**

Is it money? Is it career development? Is it recognition? Is it a sense of achievement? Is it to impress your peers? Is it for fame?

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**Question - 76:**

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 - 77:**

How do you ensure all of your work gets accomplished in a productive manner?

**Ans:**

The key is to prioritize what's important in your work and to stay organized to accomplish the tasks. A strong work ethic also helps.

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