

# Technician Medical Records Job Interview Questions And Answers



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# Technician Medical Records Interview Questions And Answers Guide.

## Question - 1:

Explain what are your weaknesses As Technician Medical Records?

### Ans:

Red flags: This is the peanut butter to the previous question's jelly. Again, everyone should expect it, so it's a bad sign if someone seems totally unprepared, or gives a stock answer like, "I'm a perfectionist." Also, of course, candidates crazy enough to blurt out some horrible personality trait should go in the red flagged pile.

Good answer: Candidates should talk about a real weakness they've been working on improving. For instance, they're not good at public speaking, but they've been taking a course to help them improve. Or maybe they feel that they're easily distracted when working online, but have installed software that helps them stay on task. Answers like these show a desire for improvement, self awareness and discipline.

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## Question - 2:

How would your boss and co-workers describe you?

### Ans:

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

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## Question - 3:

How do you measure success?

### Ans:

There may be several good answers. Some include: you're able to set realistic, yet aggressive goals that push you and you're able to achieve them, you go the extra mile on all projects, client satisfaction is high, your boss is elated at your performance on all projects, etc.

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## Question - 4:

If the company you worked for was doing something unethical or illegal, what would you do?

### Ans:

Report it to the leaders within the company. True leaders understand business ethics are important to the company's longevity

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## Question - 5:

Have you ever you have been in a position As Technician Medical Records where you've had to fire someone? How did you feel about that experience?

### Ans:

Be very thoughtful about your answer. This is a very serious matter for most companies and requires a very serious answer. You need to express that you will do it when it is the right thing to do but you don't want to give the impression that you're callous to the process. Don't forget that firing is not the same as laying someone off - it typically is for the direct benefit of the company.

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## Question - 6:

Tell me about a problem that you've solved in a unique or unusual way. What was the outcome? Were you happy or satisfied with it?

### Ans:

In this question the interviewer is basically looking for a real life example of how you used creativity to solve a problem.

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### Question - 7:

How do you think your colleagues at your last job would describe you?

#### Ans:

While your CV will say a lot about your work history As Technician Medical Records, the interviewer will most likely look for greater detail with questions such as this. Be positive about previous experience, highlighting your own strengths.

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### Question - 8:

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 - 9:

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 Technician Medical Records 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 - 10:

Do you know anyone that works with our company?

#### Ans:

Sometimes companies have policies relating to the hiring of individuals related to current company employees. If you are related to anyone working for the company make sure you're aware of company policies before you enter the interview. If you have a friend or acquaintance working for the company make sure have good relationship with this individual before mentioning them.

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### Question - 11:

Tell us about a typical day at work. How does it start? What do you do?

#### Ans:

At the beginning of each day, I inspect the work site to make sure that it is hazard-free. Once the work site is secured, I verify that all tools and equipment are adequate in supply. As soon as the work orders are delivered, I provide workers with security guidelines and carry out drills. During the workday, it is my duty to monitor workers to ensure that they are working according to the enforced safety policies and that any problems or accidents are quickly addressed.

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### Question - 12:

Why are you leaving last job?

#### Ans:

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

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### Question - 13:

Where do you see yourself in five years? Ten years?

#### Ans:

Bad Answer: A generic or uninspired answer. Also, answers that show that this career/company is just a temporary stop for them.

Good answer: One that shows the candidate has thought about this question, has plans, and that those plans align with the job and a career path that is possible in the company. You want to see that this candidate is a good long term investment.

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### Question - 14:

What makes you right for this position?

#### Ans:

This question can be tricky because you need to show your worth As Technician Medical Records without sounding cocky or arrogant. Research the business ahead of time and become familiar with its mission and values. Take the time to figure out how your personal qualities fit the needs of the business and use that fit to provide your answer.



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**Question - 15:**

What is your greatest professional achievement?

**Ans:**

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Technician Medical Records, 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 Technician Medical Records, 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:**

Why do you want this job As Technician Medical Records?

**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 - 17:**

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 - 18:**

What do you consider to be your greatest strength?

**Ans:**

There isn't any right answer. Just make sure to make your response positive and true. A few good examples include: Your ability to solve complex problems, Your ability to work well on a team, Your ability to shine under pressure, Your ability to focus in chaotic situations, Your ability to prioritize and organize, Your ability to cut through the fluff to identify the real issues, Your ability to influence other positively. If your strength relates to the position in question that will be more beneficial - but again be honest, don't create a strength for yourself just because you think it will sound good.

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**Question - 19:**

Where do you see your career in five years As Technician Medical Records?

**Ans:**

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 Technician Medical Records.

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**Question - 20:**

How do you handle confidentiality in your work?

**Ans:**

Often, interviewers will ask questions to find out the level of technical knowledge As Technician Medical Records that a candidate has concerning the duties of a care assistant. In a question such as this, there is an opportunity to demonstrate professional knowledge and awareness. The confidentiality of a person's medical records is an important factor for a care assistant to bear in mind.

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**Question - 21:**

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 - 22:**

How did you hear about the position As Technician Medical Records?

**Ans:**

Another seemingly innocuous interview question, this is actually a perfect opportunity to stand out and show your passion for and connection to the company and for job As Technician Medical Records. For example, if you found out about the gig through a friend or professional contact, name drop that person, then share why you were so excited about it. If you discovered the company through an event or article, share that. Even if you found the listing through a random job board, share what,



specifically, caught your eye about the role.

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### Question - 23:

Can you tell me a little about yourself?

#### Ans:

This question seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal: Don't give your complete employment (or personal) history As Technician Medical Records. Instead give a pitch-one that's concise and compelling and that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how that prior experience has positioned you for this specific role.

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### Question - 24:

What are your personal skills which make you a candidate for the position As Technician Medical Records?

#### 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 - 25:

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

#### Ans:

I would define team work as getting the job done As Technician Medical Records 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 - 26:

What is your ideal working environment?

#### Ans:

Describe your ideal working environment. Do you like flexibility with work hours? Do you like working in a cubicle or independently? Do you like to be micro managed or empowered? Do you like to work on your own or in a team? Do you like being driven by metrics in your role? How much responsibility do you want?

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### Question - 27:

How do you imagine a typical day of an employee in our company As Technician Medical Records?

#### Ans:

Just do not say that you imagine to only walk and watch what people do. Rather try to show them your attention to details and proactive attitude to job. Mention that you would try to observe the problems, weaknesses as well as opportunities to improve the results and take measures according to it.

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### Question - 28:

Why do you feel you will excel at this job?

#### Ans:

This question presents an excellent opportunity for you to discuss your education, qualifications and personal traits. You might say something like "I studied property management as well as behavior during my college years and I have two years' experience in real estate.

I can gauge the homes or apartments in which clients will be interested based solely upon the needs of their families. Finally, my organizational skills will allow me to schedule appointments or showings confidently and arrive for them punctually." This shows your interviewer that you have all of the skills necessary to become successful not only for yourself, but also for your employer.

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### Question - 29:

Why were you fired?

#### Ans:

OK, if you get the admittedly much tougher follow-up question as to why you were let go (and the truth isn't exactly pretty), your best bet is to be honest (the job-seeking world is small, after all). But it doesn't have to be a deal-breaker. Share how you've grown and how you approach your job and life now as a result. If you can position the learning experience as an advantage for this next job, even better.

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### Question - 30:

What is your greatest failure As Technician Medical Records, 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 - 31:**

Would you describe yourself as more analytical or interpersonal?

**Ans:**

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

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**Question - 32:**

Why should I hire you As Technician Medical Records?

**Ans:**

To close the deal on a job offer, you **MUST** be prepared with a concise summary of the top reasons to choose you. Even if your interviewer doesn't ask one of these questions in so many words, you should have an answer prepared and be looking for ways to communicate your top reasons throughout the interview process.

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**Question - 33:**

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 - 34:**

What type of extracurricular activities are you a part of?

**Ans:**

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

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**Question - 35:**

Why are you interested in this type of job As Technician Medical Records?

**Ans:**

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

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**Question - 36:**

Who are your role models? Why?

**Ans:**

If possible, cite role models you're truly passionate about - passion is contagious and will show you're being genuine. If the role model is in the same or similar industry as the company in an executive level position, even better.

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**Question - 37:**

What is your greatest strength? How does it help you As Technician Medical Records?

**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 - 38:**

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 - 39:**

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



**Ans:**

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

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**Question - 40:**

What is your perception of taking on risk?

**Ans:**

You answer depends on the type of company you're interviewing for. If it's a start up, you need to be much more open to taking on risk. If it's a more established company, calculated risks to increase / improve the business or minimal risks would typically be more in line.

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**Question - 41:**

What's been your biggest failure to date?

**Ans:**

Describe your biggest failure and discuss what you've learned from it and ideally how you've been successful since because of that lesson.

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**Question - 42:**

Do you like being around people?

**Ans:**

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

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**Question - 43:**

How well do you know this industry?

**Ans:**

Two things businesses need to pay attention to in their industries are what their competition is doing and the customers. You may not always agree with your competitors but it is important to be aware of what changes they are making. Very well. I have been in the industry for over 6 years.

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**Question - 44:**

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.

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**Question - 45:**

If someone had to say something negative to you, what would they say?

**Ans:**

Again, be honest about sharing a story here about someone who may not have gotten along with you in the office here and explain how you were able to fix that relationship or change your attitude/action to be a better person / coworker.

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**Question - 46:**

What do you already know about our company?

**Ans:**

Good reputation of a large home grown company that has various departments and product.

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**Question - 47:**

Where do you see yourself professionally five years from now As Technician Medical Records?

**Ans:**

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

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**Question - 48:**





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 - 49:**

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

**Ans:**

Describe work you've done that you feel doesn't take advantage of your full potential. For example, "I once had to make paper copies for my job and I feel it didn't take full advantage of my skills. However, it did teach me to be humble in my work and to appreciate a good opportunity when it arose to use my skills"

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**Question - 50:**

What are your salary expectations As Technician Medical Records?

**Ans:**

This question is like a loaded gun, tricky and dangerous if you're not sure what you are doing. It's not uncommon for people to end up talking salary before really selling their skills, but knowledge is power as this is a negotiation after all. Again, this is an area where doing your research will be helpful as you will have an understanding of average salary.

One approach is asking the interviewer about the salary range, but to avoid the question entirely, you can respond that money isn't a key factor and you're goal is to advance in your career. However, if you have a minimum figure in mind and you believe you're able to get it, you may find it worth trying.

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**Question - 51:**

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 - 52:**

Give an example of a time you successfully worked As Technician Medical Records 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 - 53:**

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 - 54:**

What's a time you exercised leadership?

**Ans:**

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

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**Question - 55:**

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 - 56:**

Have you got any questions?

**Ans:**



This is your final opportunity to persuade the interviewer that you are the right candidate for the job. Now is not the time to ask questions about holidays, pay or pensions - all these things can be asked later when you get an offer of employment. Now is the time to ask about any reservations that the interviewer may have about your suitability for the role. You will then give yourself one last chance to persuade the interviewer that you are the right candidate for the job.

Example Thank you. I think we have covered everything. Before we finish the interview I would like to take the opportunity to ask if you have any reservations about my suitability for this role?

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### Question - 57:

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 - 58:

Describe to me the position As Technician Medical Records you're applying for?

#### Ans:

This is a "homework" question, too, but it also gives some clues as to the perspective the person brings to the table. The best preparation you can do is to read the job description and repeat it to yourself in your own words so that you can do this smoothly at the interview.

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### Question - 59:

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 - 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.

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### Question - 61:

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 - 62:

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 - 63:

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 - 64:

Why do you want to work As Technician Medical Records for this organisation?

#### Ans:

Being unfamiliar with the organisation will spoil your chances with 75% of interviewers, according to one survey, so take this chance to show you have done your preparation and know the company inside and out. You will now have the chance to demonstrate that you've done your research, so reply mentioning all the positive



things you have found out about the organisation and its sector etc. This means you'll have an enjoyable work environment and stability of employment etc - everything that brings out the best in you.

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**Question - 65:**

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 - 66:**

Explain me about your experience working in this field As Technician Medical Records?

**Ans:**

I am dedicated, hardworking and great team player for the common goal of the company I work with. I am fast learner and quickly adopt to fast pace and dynamic area. I am well organized, detail oriented and punctual person.

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**Question - 67:**

How would you define success?

**Ans:**

Success is defined differently for everybody. Just make sure the parameters are defined by you with regards to work life balance, financial gain, career growth, achievements, creating meaningful work / products and so forth. If you can clearly articulate what it means to you that is a strong answer.

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**Question - 68:**

Do you have good computer skills?

**Ans:**

It is becoming increasingly important for medical assistants to be knowledgeable about computers. If you are a long-time computer user with experience with different software applications, mention it. It is also a good idea to mention any other computer skills you have, such as a high typing rate, website creation, and more.

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**Question - 69:**

What would you like to have accomplished by the end of your career?

**Ans:**

Think of 3 major achievements that you'd like to accomplish in your job when all is said and done - and think BIG. You want to show you expect to be a major contributor at the company. It could be creating a revolutionary new product, it could be implementing a new effective way of marketing, etc.

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**Question - 70:**

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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