

# **Associate Administrator Job Interview Questions And Answers**



**Interview Questions Answers**

**<http://interviewquestionsanswers.org/>**

## About Interview Questions Answers

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

If you find any **question or answer** is incorrect or incomplete then you can **submit your question or answer** directly with out any registration or login at our website. You just need to visit [Associate Administrator Interview Questions And Answers](#) to add your answer click on the *Submit Your Answer* links on the website; with each question to post your answer, if you want to ask any question then you will have a link *Submit Your Question*; that's will add your question in Associate Administrator category. To ensure quality, each submission is checked by our team, before it becomes live. This [Associate Administrator Interview preparation PDF](#) was generated at **Monday 11th December, 2017**

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.  
[www.facebook.com/InterviewQuestionsAnswers.Org](http://www.facebook.com/InterviewQuestionsAnswers.Org)

Follow us on Twitter for latest Jobs and interview preparation guides.  
<http://twitter.com/InterviewQA>

If you need any further assistance or have queries regarding this document or its material or any of other inquiry, please do not hesitate to contact us.

Best Of Luck.

**Interview Questions Answers.ORG Team**  
<http://InterviewQuestionsAnswers.ORG/Support@InterviewQuestionsAnswers.ORG>



# Associate Administrator Interview Questions And Answers Guide.

## Question - 1:

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.

[View All Answers](#)

## Question - 2:

Basic 15 Interview Questions that Test Communication Skills As Associate Administrator:

### Ans:

For most jobs, communication skills As Associate Administrator 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 Associate Administrator?
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 Associate Administrator?
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?

[View All Answers](#)

## Question - 3:

How do you propose to compensate for your lack of experience?

### Ans:

The first thing you should do is discuss experience you have the interviewer is unfamiliar with. Once that is detailed, tell the person conducting the interview that you are able to learn new tasks and information in a reasonable period of time and possess a strong work ethic. However, only state this if you can live up to these expectations.

[View All Answers](#)

## Question - 4:

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.

[View All Answers](#)

## Question - 5:

How do you handle confidentiality in your work?

**Ans:**

Often, interviewers will ask questions to find out the level of technical knowledge As Associate Administrator 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.

[View All Answers](#)

**Question - 6:**

Top 11 Questions to Verify Experience and Credentials As Associate Administrator:

**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?

[View All Answers](#)

**Question - 7:**

How do you prioritize your work?

**Ans:**

Depends on the situation... I like to label certain tasks as either A B or C...A being the one that requires immediate attention, and C which are tasks that aren't urgent but eventually need to get done... I like to focus my work As Associate Administrator on the things that need to get done, and done quickly... While balancing the other work alongside our first priorities.

[View All Answers](#)

**Question - 8:**

What has disappointed you about a previous job?

**Ans:**

Again, this question could get you in trouble so tread carefully. Some good answers might be that your previous job didn't provide any room for growth, that you were laid off due to a mandatory reduction in staff, that they closed their office in your state and required you to relocate, etc. Make sure not to mention anything negative about the people you worked with, the company in general or the job itself.

[View All Answers](#)

**Question - 9:**

What are your weaknesses for Associate Administrator position?

**Ans:**

Try not to be too critical when answering this question. Instead, pick one of your weaknesses and try to turn it into a positive.

For example, you could be a perfectionist, which means that you sometimes take longer on tasks, but you make sure that they are completed to a high quality. It is important to make a negative into a positive as it doesn't make you appear overly critical and shows you can reflect on your own performance.

[View All Answers](#)

**Question - 10:**

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.

[View All Answers](#)

**Question - 11:**

Explain me what do you know about our company?

**Ans:**

Bad Answer: They don't know much about the company. If a candidate is serious and enthusiastic, they should have done some basic research.

Good answer: An answer that shows they've really done their homework and know what the company does, any important current events that involve the company, and the work culture.

[View All Answers](#)

**Question - 12:**

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.

[View All Answers](#)

**Question - 13:**

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.

[View All Answers](#)

**Question - 14:**

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.

[View All Answers](#)

**Question - 15:**

Tell me about a time when you had to use your presentation skills to influence someone's opinion As Associate Administrator?

**Ans:**

Example stories could be a class project, an internal meeting presentation, or a customer facing presentation.

[View All Answers](#)

**Question - 16:**

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 - 17:**

How much are you willing to sacrifice to be successful at work As Associate Administrator?

**Ans:**

With anything comes sacrifice. The questions is how much of it are you willing to sacrifice with regards to work life balance, stress, etc?

[View All Answers](#)

**Question - 18:**

Give me an example of a time when you set a goal and were able to meet or achieve it?

**Ans:**

Show that you set great goals and the process and steps you took to achieve it. Details really matter here.

[View All Answers](#)

**Question - 19:**

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.

[View All Answers](#)

**Question - 20:**

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?

[View All Answers](#)

**Question - 21:**



What qualities do you look for in a boss?

**Ans:**

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

[View All Answers](#)

**Question - 22:**

Describe a time when you put your needs aside to help a co-worker understand a task. How did you assist them? What was the result?

**Ans:**

The key is to show that the mentoring of a co-worker was first a higher priority than the task you had at hand (remember, you want to show that you focus on highest priority tasks first). Then, describe in detail how you helped them not only complete the task but learn to do it on their own. You want to teach them HOW to fish and not to simply fish for them.

[View All Answers](#)

**Question - 23:**

Did you consider yourself a team player?

**Ans:**

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

[View All Answers](#)

**Question - 24:**

What are your thoughts on social media for this role?

**Ans:**

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

[View All Answers](#)

**Question - 25:**

What do you consider to be your weaknesses?

**Ans:**

What your interviewer is really trying to do with this question-beyond identifying any major red flags-is to gauge your self-awareness and honesty. So, "I can't meet a deadline to save my life As Associate Administrator" is not an option-but neither is "Nothing! I'm perfect!" Strike a balance by thinking of something that you struggle with but that you're working to improve. For example, maybe you've never been strong at public speaking, but you've recently volunteered to run meetings to help you be more comfortable when addressing a crowd.

[View All Answers](#)

**Question - 26:**

What are your presentation skills like As Associate Administrator?

**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.

[View All Answers](#)

**Question - 27:**

What are three positive characteristics you wish you had?

**Ans:**

The key here is to be honest about your wish list but then to describe how you plan on developing or growing those characteristics so that it becomes a reality. For example, I wish I had a stronger work ethic and I am reading a book right now about how to instill a better discipline around getting work done efficiently.

[View All Answers](#)

**Question - 28:**

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

**Ans:**

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

[View All Answers](#)

**Question - 29:**

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

**Ans:**



I would define team work as getting the job done As Associate Administrator whether that means if I have to do more then the guy next to me as long as the work gets finished.

[View All Answers](#)

**Question - 30:**

How do you handle your anger?

**Ans:**

I don't get angry very easily but in the rare occasion that I do, I hold it in and act as though nothing is wrong.

[View All Answers](#)

**Question - 31:**

Where do you see yourself in 5 years with your career?

**Ans:**

Be sure to paint a clear picture of your career vision that demonstrates your aspirations and goals that are realistic. This could emphasize increased responsibility, the ability to manage people and so forth

[View All Answers](#)

**Question - 32:**

How important is the vision of the company to you?

**Ans:**

It should be very important if you want a long standing career. Remember, you're investing your time, energy and earnings potential into a company so you want to make sure it's a sustainably successful company that will grow with you over the long haul.

[View All Answers](#)

**Question - 33:**

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 Associate Administrator.

[View All Answers](#)

**Question - 34:**

Describe your academic achievements?

**Ans:**

Think of a time where you really stood out and shined within college. It could be a leadership role in a project, it could be your great grades that demonstrate your intelligence and discipline, it could be the fact that you double majored. Where have you shined?

[View All Answers](#)

**Question - 35:**

What do you already know about our company?

**Ans:**

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

[View All Answers](#)

**Question - 36:**

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.

[View All Answers](#)

**Question - 37:**

How do you stay up to date with industry?

**Ans:**

Discuss how you stay up to date by reading industry specific sites, magazines, and Google / yahoo news. Also make sure you stay up to date by reading the current news on the company's website.

[View All Answers](#)

**Question - 38:**



Have you ever been fired and if yes, why?

**Ans:**

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

[View All Answers](#)

**Question - 39:**

Why do you want to join our company?

**Ans:**

This is a question that is aimed at finding out whether you know enough about the company and the basic market. The best way to answer this question is to do some research on the company and highlight its positive points.

[View All Answers](#)

**Question - 40:**

What role do you see technology playing in this role?

**Ans:**

Technology is important to almost every job today but it's not meant to be abused. I believe it's important to increase productivity and not for personal use.

[View All Answers](#)

**Question - 41:**

What do you know about this company?

**Ans:**

Research the company on Google by searching recent news (to remain current on them) and their website. Make sure you understand their products / services, vision, competitive differentiators, and work culture.

[View All Answers](#)

**Question - 42:**

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.

[View All Answers](#)

**Question - 43:**

What is it about this position As Associate Administrator that attracts you the most?

**Ans:**

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

[View All Answers](#)

**Question - 44:**

Describe what a bad work environment would look like to you As Associate Administrator?

**Ans:**

There could be a multitude of things to discuss here: Business ethics (wrongdoing), inconsiderate teammates, non-supportive management, a product that does not do what you're promising customers and so forth.

[View All Answers](#)

**Question - 45:**

What do you know about our competition?

**Ans:**

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

[View All Answers](#)

**Question - 46:**

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.

[View All Answers](#)



**Question - 47:**

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

**Ans:**

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

[View All Answers](#)

**Question - 48:**

How would you rate your communication and interpersonal skills for this job As Associate Administrator?

**Ans:**

These are important for support workers. But they differ from the communication skills of a CEO or a desktop support technician. Communication must be adapted to the special ways and needs of the clients. Workers must be able to not only understand and help their clients, but must project empathy and be a warm, humane presence in their lives.

[View All Answers](#)

**Question - 49:**

Do you work well under pressure?

**Ans:**

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

[View All Answers](#)

**Question - 50:**

What kind of salary do you need As Associate Administrator?

**Ans:**

This is a loaded question and a nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, that's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

[View All Answers](#)

**Question - 51:**

Why do you want to work As Associate Administrator 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.

[View All Answers](#)

**Question - 52:**

Explain me about your experience working in this field As Associate Administrator?

**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.

[View All Answers](#)

**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.

[View All Answers](#)

**Question - 54:**

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.

[View All Answers](#)

**Question - 55:**

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.

[View All Answers](#)

### Question - 56:

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.

[View All Answers](#)

### Question - 57:

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

#### Ans:

Many managers mistakenly think that money is the prime motivator for their employees. However, according to surveys by several different companies, money is consistently ranked five or lower by most employees. So if money is not the best way to motivate your team, what is?

Employees' three most important issues according to employees are:

- \* Respect
- \* A sense of accomplishment
- \* Recognition

[View All Answers](#)

### Question - 58:

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

#### Ans:

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

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

[View All Answers](#)

### Question - 59:

Where do you see yourself professionally five years from now As Associate Administrator?

#### Ans:

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

[View All Answers](#)

### Question - 60:

How would your friends describe you?

#### Ans:

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

[View All Answers](#)

### Question - 61:

What do you think we could do better or differently?

#### Ans:

This is a common one at startups. Hiring managers want to know that you not only have some background on the company, but that you're able to think critically about it and come to the table with new ideas. So, come with new ideas! What new features would you love to see? How could the company increase conversions? How could customer service be improved? You don't need to have the company's four-year strategy figured out, but do share your thoughts, and more importantly, show how your interests and expertise would lend themselves to the job.

[View All Answers](#)

### Question - 62:

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.

[View All Answers](#)

**Question - 63:**

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?

[View All Answers](#)

**Question - 64:**

What does quality work mean to you?

**Ans:**

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

[View All Answers](#)

**Question - 65:**

What type of work environment do you prefer?

**Ans:**

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

[View All Answers](#)

**Question - 66:**

Do you like to start personal relationships with other employees?

**Ans:**

Well, the right answer is yes and no. Good personal relations can improve the overall performance of a team. But on the other hand, you should not let your emotions to affect your decisions in work.

[View All Answers](#)

**Question - 67:**

Describe a typical work week for this position As Associate Administrator?

**Ans:**

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position As Associate Administrator you are applying for and how your current or past positions relate to it. The more you can connect your past experience with the job opening, the more successful you will be at answering the questions.

[View All Answers](#)

**Question - 68:**

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.

[View All Answers](#)

**Question - 69:**

What types of personalities do you work with best?

**Ans:**

In the past, I have found it difficult to work with others who see themselves as better than others, who can take criticism, and who refuse to work with others. I have found it challenging to work with them b/c I am a team oriented person who feels the importance of working together over the needs of the individual especially in a learning environment.

[View All Answers](#)

**Question - 70:**

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.

[View All Answers](#)

**Question - 71:**

Give an example of a time you successfully worked As Associate Administrator 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.

[View All Answers](#)

Interview Questions Answers.ORG

## Administration Most Popular & Related Interview Guides

- 1 : [Branch Manager Interview Questions and Answers.](#)
- 2 : [COO Interview Questions and Answers.](#)
- 3 : [Business Administration \(MBA\) Interview Questions and Answers.](#)
- 4 : [Manager Administration Interview Questions and Answers.](#)
- 5 : [Office Administrator Interview Questions and Answers.](#)
- 6 : [Program Coordinator Interview Questions and Answers.](#)
- 7 : [Executive Secretary Interview Questions and Answers.](#)
- 8 : [Program Manager Interview Questions and Answers.](#)
- 9 : [Field Service Technician Interview Questions and Answers.](#)
- 10 : [File Clerk Interview Questions and Answers.](#)

Follow us on FaceBook

[www.facebook.com/InterviewQuestionsAnswers.Org](http://www.facebook.com/InterviewQuestionsAnswers.Org)

Follow us on Twitter

<http://twitter.com/InterviewQA>

For any inquiry please do not hesitate to contact us.

Interview Questions Answers.ORG Team

[http://InterviewQuestionsAnswers.ORG/  
support@InterviewQuestionsAnswers.ORG](http://InterviewQuestionsAnswers.ORG/support@InterviewQuestionsAnswers.ORG)