

Lead Data Entry Operator 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 Lead Data Entry Operator 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 [Lead Data Entry Operator 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 Lead Data Entry Operator category. To ensure quality, each submission is checked by our team, before it becomes live. This [Lead Data Entry Operator Interview preparation PDF](#) was generated at **Sunday 18th February, 2018**

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.
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>



Lead Data Entry Operator Interview Questions And Answers Guide.

Question - 1:

What specific steps do you utilize in solving workplace problems?

Ans:

Analyze the problem As Lead Data Entry Operator. Discuss possible remedies and resulting outcomes. Decide on the remedy and track results. Re-visit problem if it's not resolved.

[View All Answers](#)

Question - 2:

Why did you select the University _____?

Ans:

Discuss the academic program, the extracurricular program(s), the school spirit, the quality of your peers, and the professors.

[View All Answers](#)

Question - 3:

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 - 4:

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 - 5:

What have you learned from mistakes on this job?

Ans:

Candidates without specific examples often do not seem credible. However, the example shared should be fairly inconsequential, unintentional, and a learned lesson should be gleaned from it. Moving ahead without group assistance while assigned to a group project meant to be collaborative is a good example.

[View All Answers](#)

Question - 6:

Are you able to relocate if required?

Ans:

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

[View All Answers](#)

Question - 7:



What is your personal mission statement?

Ans:

Is it to conquer the world? Is it to become a CEO? Is it to give back to the community? Is it to inspire others? Define your statement by stating a clear vision of how you want to make an impact on the world with your work.

[View All Answers](#)

Question - 8:

What is your biggest weakness As Lead Data Entry Operator?

Ans:

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

[View All Answers](#)

Question - 9:

Explain what are your weaknesses As Lead Data Entry Operator?

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.

[View All Answers](#)

Question - 10:

Why are you interested in working As Lead Data Entry Operator for [insert company name here]?

Ans:

Bad Answer: They don't have a good reason, or provide a generic answer, "I think it represents a great opportunity."

Good answer: One that shows they've done research on the company, and are truly excited about specific things they can do at the job. This not only shows enthusiasm for the work and basic preparation skills, gives you clues about the cultural fit.

[View All Answers](#)

Question - 11:

What do you consider ethical spending on an expense account?

Ans:

It depends on the role - but the better way to answer this is to ask the interviewer what their expectations are with regards to what the role can expense and then simply state that you'll stay within those parameters

[View All Answers](#)

Question - 12:

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 - 13:

What do you know about our company?

Ans:

You always want to make sure that you're pretty familiar with the company that you're interviewing with. Nothing looks worse than a candidate who knows nothing about the company they say they're interested in working for. Find out everything you can about the company, its culture and its goals. You will also want to know how the company is positioned in its market as well as who its major competitors are.

[View All Answers](#)

Question - 14:

What type of salary are you looking for?

Ans:

This can be a very tricky question as the individual asking it is probably digging for something other than a simple answer to the question. We recommend that you don't immediately respond to the question directly. Instead, say something like, "That a difficult question. What is range for this position?" More often than not the interviewer will tell you. If the interviewer insists on direct answer you may want say that it depends on the details of the job - then give a wide salary range.

[View All Answers](#)

Question - 15:

Top 11 Interview Questions to Ask when Emotional Intelligence Matters As Lead Data Entry Operator:

**Ans:**

Emotional intelligence, or EQ, has come into vogue as a good trait to hire for.

EQ is the ability to use emotional information to guide thinking and behavior, to recognize other people's emotions and your own, and to discriminate between different feelings and label them appropriately.

EQ is considered essential to help teams function well. Here are some of the top questions for help you get an idea of how candidates perceive their emotions and those of others.

1. If you started a company today, what would its top values be?
2. Who inspires you? Why?
3. How could you create more balance in your life?
4. What makes you angry?
5. How do you have fun?
6. How good are you at asking for help?
7. How did you deal with a bad day?
8. What's something you're really proud of? Why?
9. Tell me about a time when your mood altered your performance (positively or negatively).
10. Has there ever been a time when you felt you needed to change your behavior at work? How did you do it?
11. Did you create friendships that lasted while working at a previous job?

[View All Answers](#)

Question - 16:

Would you like doing repetitive work?

Ans:

Why not, I am not only doing a repetitive work but also earning but also getting a good salary by the company As Lead Data Entry Operator. And second thing is that nothing is interesting in the life till we are not interested.

[View All Answers](#)

Question - 17:

If you felt like you were hitting the proverbial "wall" and getting burned out, what would you do to re-energize yourself?

Ans:

Take a break to rest. Work in smaller increments of time to increase focus with breaks in between. Delegate tasks to those that are willing to help.

[View All Answers](#)

Question - 18:

Are you willing to work in shifts?

Ans:

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

[View All Answers](#)

Question - 19:

How well do you perform under pressure?

Ans:

This is a fair question, as potential employers want to know if you're going to be able to get the job done even when things get a little bit stressful. You may say that you thrive under pressure or that you're able to get the job done even when things get a little bit stressful, just make sure to provide some real world examples of your ability to work under pressure in a prior job.

[View All Answers](#)

Question - 20:

Do you know anyone working with this organization?

Ans:

It would be great if you did - then you could potentially use them as a referral if they thought highly of you.

[View All Answers](#)

Question - 21:

Suppose there are three light switches outside a room. Inside is a single light bulb, controlled by one of the three switches. You need to determine which switch operates the bulb. You can turn the switches on and off as many times as you wish (they are all off to begin with), but may only enter the room once. There is no one there to help you. The door to the room is closed, and there are no windows, so you cannot see inside. How can you discover which switch operates the bulb?

Ans:

Do the following steps:

* 1. Turn ON two switches, and leave one OFF.

* 2. Wait a few minutes.

* 3. Turn one switch from ON to OFF. One is now ON and two are OFF

* 4. Enter the room. - If the light is ON, it is controlled by the switch you left ON. - If the light bulb is OFF, touch it. If it is warm it is controlled by the switch you turned ON and OFF. If it is cold, it is controlled by the switch you never turned on.

[View All Answers](#)

Question - 22:

What is the most important lesson / skill you've learned from school?



Ans:

Think of lessons learned in extra curricular activities, in clubs, in classes that had a profound impact on your personal development. For example, I had to lead a team of 5 people on a school project and learned to get people with drastically different personalities to work together as a team to achieve our objective.

[View All Answers](#)

Question - 23:

Tell me an occasion when you needed to persuade someone to do something?

Ans:

Interpersonal relationships are a very important part of being a successful care assistant. This question is seeking a solid example of how you have used powers of persuasion to achieve a positive outcome in a professional task or situation. The answer should include specific details.

[View All Answers](#)

Question - 24:

What is your perception of taking on risk?

Ans:

Your 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.

[View All Answers](#)

Question - 25:

Did the salary we offer attract you to this job?

Ans:

The interviewer could be asking you this question for a number of reasons. Obviously, the salary is an important factor to your interest in this job, but it should not be the overriding reason for your interest. A good answer to this question is, "The salary was very attractive, but the job itself is what was most attractive to me."

[View All Answers](#)

Question - 26:

Describe a time when you had to help a coworker out that did not directly benefit you?

Ans:

There should be many times where you've assisted others As Lead Data Entry Operator. If you haven't, think of how you would in the future. You can discuss charitable causes, how you mentored someone, and so on.

[View All Answers](#)

Question - 27:

What's been your biggest success to date?

Ans:

Talk about a story / experience about how you achieved success and be sure to share details on the results and outcome. Have it highlight a strong characteristic such as leadership, work ethic and so forth.

[View All Answers](#)

Question - 28:

How open are you to relocation?

Ans:

If you're not, then say you're not. Don't lie about it just to get the job. There's no point if you won't move for the job anyway and lying is unethical. If you are open to relocation As Lead Data Entry Operator, let them know which areas you'd be willing to relocate to.

[View All Answers](#)

Question - 29:

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 - 30:

How long do you envision yourself staying with this company?

Ans:

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

[View All Answers](#)

**Question - 31:**

Are You a 'People' Person?

Ans:

Although it may be phrased a little differently, the gist of this question is clear:

Do you like being around people? If you don't, being a medical assistant isn't a good fit for you. After all, you'll be working directly with patients throughout the day. It helps a lot if you sincerely like interacting with them. While answering this question, make sure to mention that you like helping people too. This will drive home the point that you are a talented medical assistant and would be a valuable part of the team As Lead Data Entry Operator.

[View All Answers](#)

Question - 32:

Where do you see yourself in five years As Lead Data Entry Operator?

Ans:

If asked this question, be honest and specific about your future goals, but consider this:

A hiring manager wants to know

* a) if you've set realistic expectations for your career,

* b) if you have ambition (a.k.a., this interview isn't the first time you're considering the question), and

* c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines.

And if the position isn't necessarily a one-way ticket to your aspirations?

It's OK to say that you're not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision.

[View All Answers](#)

Question - 33:

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

Ans:

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

[View All Answers](#)

Question - 34:

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?

[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:

How would you feel about working for someone who knows less than you As Lead Data Entry Operator?

Ans:

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

[View All Answers](#)

Question - 37:

What is your biggest regret to date and why?

Ans:

Describe honestly the regretful action / situation you were in but then discuss how you proactively fixed / improved it and how that helped you to improve as a person/worker.

[View All Answers](#)

Question - 38:

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 - 39:



What does success mean to you?

Ans:

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

[View All Answers](#)

Question - 40:

How do you take "No" for an answer?

Ans:

You want to be persistent enough to understand why someone is saying no so that you could potentially convince them otherwise with a sound reason. However, if they are still saying "no" to you, then you need to humbly accept their position and move on.

[View All Answers](#)

Question - 41:

Describe to me the position As Lead Data Entry Operator 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.

[View All Answers](#)

Question - 42:

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 - 43:

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 As Lead Data Entry Operator - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

[View All Answers](#)

Question - 44:

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 - 45:

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.

[View All Answers](#)

Question - 46:

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 - 47:

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 - 48:

Give me an example of an emergency situation that you faced. How did you handle it?

Ans:

There was a time when one of my employers faced the quitting of a manager in another country. I was asked to go fill in for him while they found a replacement and stay to train that person. I would be at least 30 days. I quickly accepted because I knew that my department couldn't function without me.

[View All Answers](#)

Question - 49:

How do you handle stressful situations?

Ans:

By remaining calm, weighing out all my options and executing a plan to get the situation resolve .

[View All Answers](#)

Question - 50:

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

Ans:

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

Employees' three most important issues according to employees are:

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

[View All Answers](#)

Question - 51:

Tell me the difference between good and exceptional?

Ans:

Good gets the job done on time and is high quality. Exceptional is a game changer - it stands out, it's creative, it's above and beyond expectations. Tell the interviewer a story about how you were exceptional.

[View All Answers](#)

Question - 52:

What techniques and tools do you use to keep yourself organized As Lead Data Entry Operator?

Ans:

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

[View All Answers](#)

Question - 53:

Tell me about the last time you had to work with someone inside or outside of your department to accomplish a goal?

Ans:

Show that you were communicative with that person and that you were able to collaborate effectively in sharing ideas and work tasks. They want to see that you can be a team player.

[View All Answers](#)

Question - 54:

Rate yourself on a scale of 10?

Ans:

If you truly believe you're a 10, you better be able to explain why with examples / stories. If you believe you're a great contributor and have room to grow, say 8 or 9. If you're below that, explain what you would do to improve yourself to get the ranking you believe you can be.

[View All Answers](#)

Question - 55:

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 - 56:

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

Ans:

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

[View All Answers](#)

Question - 57:

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 - 58:

How would you go about establishing your credibility quickly As Lead Data Entry Operator with the team?

Ans:

Fully understand my responsibilities, work hard and exceed expectations, learn as much as possible, help others as much as possible, understand what my teammates' goals and needs are, be on time, and gain a mentor.

[View All Answers](#)

Question - 59:

What were the responsibilities of your last position As Lead Data Entry Operator?

Ans:

If you want to show your ambition, you can discuss how you haven't reached all of your goals yet and in that sense aren't satisfied. However, if you want to discuss satisfaction from your job discuss an experience in which you achieved something.

[View All Answers](#)

Question - 60:

Why do you want to work As Lead Data Entry Operator 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 - 61:

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.

[View All Answers](#)

Basic Common Most Popular & Related Interview Guides

- 1 : [Targeted Selection Interview Questions and Answers.](#)
- 2 : [Freshers Graduate Interview Questions and Answers.](#)
- 3 : [Puzzles Interview Questions and Answers.](#)
- 4 : [Telephone Operator Interview Questions and Answers.](#)
- 5 : [Funny Interview Questions and Answers.](#)
- 6 : [Behavioral Interview Questions and Answers.](#)
- 7 : [Business intelligence Interview Questions and Answers.](#)
- 8 : [Analytical Interview Questions and Answers.](#)
- 9 : [Hacking Interview Questions and Answers.](#)
- 10 : [Case Interview Questions and Answers.](#)

Follow us on FaceBook

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)