

# Clerk Proofreading Job Interview Questions And Answers



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## Clerk Proofreading Interview Questions And Answers Guide.

### Question - 1:

How would your references describe you?

#### Ans:

Think of three major characteristics that demonstrate your best qualities related to work and then have quick stories to describe why.

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### Question - 2:

Describe a time when you anticipated potential problems and developed preventive measures?

#### Ans:

The key here is to show that you were proactive. How did you find out about the potential problems? How did you address it quickly?

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### Question - 3:

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

#### Ans:

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

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### Question - 4:

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 - 5:

If you were interviewing someone for this position As Clerk Proofreading, what traits would you look for?

#### Ans:

This is where the interviewer tries to turn the tables on you. Answer confidently by stating 3 specific traits that are applicable to that job role. For example, a consulting job would likely look for someone who can think outside of the box.

After answering, ask them, "Am I spot on here and if not, what traits would you look for?"

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### Question - 6:

What do you expect from this job As Clerk Proofreading?

#### Ans:

Talk about the potential career development, your career aspirations, your work relationships and the learning you'll receive.

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### Question - 7:

Describe some problems you encountered in your most recent position As Clerk Proofreading and how you resolved them?

#### Ans:

Discuss your work experiences. The key is to show you're calm under pressure and can handle sensitive situations with a clear train of thought.



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**Question - 8:**

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.

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**Question - 9:**

What is your greatest professional achievement?

**Ans:**

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Clerk Proofreading, 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 Clerk Proofreading, 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 - 10:**

Do you work well within a team?

**Ans:**

Some people are thrown when they are asked this Clerk Proofreading question when they are applying for a position to work alone. Every company works as a team, so you are a good team player, give an example of when you have worked well within a team.

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**Question - 11:**

Top 11 Questions to Verify Experience and Credentials As Clerk Proofreading:

**Ans:**

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

If you've run into this problem, are worried about it, or have credentials and experience that are absolutely essential, you may need to ask a few verification questions. If you are a candidate, you should review your resume and make sure you know all the key points, and that nothing has been misconstrued.

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

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**Question - 12:**

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

**Ans:**

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

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**Question - 13:**

How long do you want to work for us if we hire you?

**Ans:**

Here being specific is probably not the best approach. You may consider responding, "I hope a very long time." Or "As long as we're both happy with my performance."

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**Question - 14:**

How have you made an impact on your team in the past?

**Ans:**

I would explain and show to him or her best way possible and if they have a better way then I will encourage him or her to let me know then we can see if it works or not As Clerk Proofreading.

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**Question - 15:**

What specific steps do you utilize in solving workplace problems?

**Ans:**

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

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**Question - 16:**

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 - 17:**

Where do you see your career in five years As Clerk Proofreading?

**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 Clerk Proofreading.

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**Question - 18:**

Top 11 Interview Questions to Ask when Emotional Intelligence Matters As Clerk Proofreading:

**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?

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**Question - 19:**

Tell me about a time when you had to make a decision without all the information you needed. How did you handle it As Clerk Proofreading? Why? Were you happy with the outcome?

**Ans:**

In many scenarios, you will not have all the information needed. The key is to make the best possible decision based on what you deem to be a sufficient amount of information.

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**Question - 20:**

Why do you want to work for this company?

**Ans:**

Again be honest. The interviewer will be able to sense very quickly if you're being disingenuous. Your answer should be based on your personal reasons, career aspirations as well as research you've performed on the company. The most important thing you should do is make sure to relate your answer to your long-term career goals.

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**Question - 21:**

How will you approach learning this "new" job As Clerk Proofreading?

**Ans:**

Interview peers and leaders/managers, read industry news, practice the skill sets needed, absorb information on the job as much as possible.

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**Question - 22:**

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

**Ans:**



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

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**Question - 23:**

How would you feel about working for someone who knows less than you As Clerk Proofreading?

**Ans:**

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

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**Question - 24:**

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.

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**Question - 25:**

What are your lifelong dreams?

**Ans:**

If your dreams don't relate to the job closely, make sure you highlight aspects of the job that will help develop the skills that will help you with your dreams. Ideally, you want your dreams to relate strongly to the career path you're interviewing for though.

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**Question - 26:**

What does "collaboration with teammates" mean to you?

**Ans:**

Drinking at the water cooler together is not the best example. Think of how you can collaborate with teammates to generate new ideas, to create initiatives to impact the business' success for the better (specifically in the department that you're applying for). For example, if you're applying to marketing, collaboration could mean discussing new ways of social media advertising to reach an audience of over a million people to strengthen the brand awareness of the company.

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**Question - 27:**

What have you done to reduce costs, increase revenue, or save time?

**Ans:**

Even if your only experience is an internship, you have likely created or streamlined a process that has contributed to the earning potential or efficiency of the practice. Choose at least one suitable example and explain how you got the idea, how you implemented the plan, and the benefits to the practice.

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**Question - 28:**

If selected for this position As Clerk Proofreading, can you describe your strategy for the first 90 days?

**Ans:**

This depends on the job role. Make sure you break it down into

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**Question - 29:**

How do you feel about taking on repetitive tasks As Clerk Proofreading?

**Ans:**

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

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**Question - 30:**

What do you know about our competition?

**Ans:**

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

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**Question - 31:**

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.

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**Question - 32:**

If you were an animal, which one would you want to be?

**Ans:**

Seemingly random personality-test type questions like these come up in interviews generally because hiring managers want to see how you can think on your feet. There's no wrong answer here, but you'll immediately gain bonus points if your answer helps you share your strengths or personality or connect with the hiring manager. Pro tip: Come up with a stalling tactic to buy yourself some thinking time, such as saying, "Now, that is a great question. I think I would have to say..."

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**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.

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**Question - 34:**

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 - 35:**

How do you feel about giving back to the community?

**Ans:**

Describe your charitable activities to showcase that community work is important to you. If you haven't done one yet, go to [www.globalguideline.com](http://www.globalguideline.com) - charitable work is a great way to learn about other people and it's an important part of society - GET INVOLVED!

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**Question - 36:**

If you look at a clock and the time is 3:15, what's the angle between the hour and the minute hands?

**Ans:**

Usually, if the answer to a brainteaser seems too easy, chances are the answer's wrong. And in this case, the answer is not zero degrees. The hour hand, remember, moves as well. That is, in addition to the minute hand. And so, at 3:15, the hour hand and the minute hand are not on top of each other. In fact, the hour hand has moved a quarter of the way between the 3 and 4. This means it's moved a quarter of 30 degrees (360 degrees divided by 12 equals 30). So the answer, to be exact, is seven and a half degrees (30 divided by four).

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**Question - 37:**

How would you estimate the weight of the Chrysler building?

**Ans:**

This is a process guesstimate where the interviewer wants to know if you know what to ask. First, you would find out the dimensions of the building (height, weight, depth). This will allow you to determine the volume of the building. Does it taper at the top? (Yes.) Then, you need to estimate the composition of the Chrysler building. Is it mostly steel? Concrete? How much would those components weigh per square inch? Remember the extra step: find out whether you're considering the building totally empty or with office furniture, people, etc. If you're including the contents, you might have to add 20 percent or so to the building's weight.

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**Question - 38:**

What do you aspire to be?

**Ans:**

Discuss your aspirations for the near, immediate and long term. You want to show them you are thinking of making an impact now as well as the future.

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**Question - 39:**

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.

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**Question - 40:**

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.

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**Question - 41:**

How do you act when you encounter competition?

**Ans:**

This question is designed to see if you can rise the occasion. You want to discuss how you are the type to battle competition strongly and then you need to cite an example if possible of your past work experience where you were able to do so.

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**Question - 42:**

How do you evaluate your ability to handle conflict?

**Ans:**

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

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**Question - 43:**

Describe to me the position As Clerk Proofreading 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 - 44:**

Do you have any question regarding this job As Clerk Proofreading?

**Ans:**

Never ask Salary, perks, leave, place of posting, etc. regarded questions. Try to ask more about the company to show how early you can make a contribution to your organization like. "Sir, with your kind permission I would like to know more about induction and developmental programs?" OR Sir, I would like to have my feedback, so that I can analyze and improve my strengths and rectify my shortcomings.

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**Question - 45:**

Give an example of a time you successfully worked As Clerk Proofreading 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 - 46:**

Are you planning to continue your studies and training As Clerk Proofreading?

**Ans:**

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

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

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**Question - 47:**

What was the most important task you ever had?

**Ans:**

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





\* 'I got a 2.1'

\* 'I passed my driving test'

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

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### **Question - 48:**

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.

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### **Question - 49:**

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 - 50:**

What problems have you encountered at work?

#### **Ans:**

Wow, do we have problems! Where do I begin? Well, most of the problems are internal, just people not working well with each other. I have one person on our team who is a real problem, but it seems like management is afraid to do anything about it. So we all end up having to do extra work to cover for this person, who just doesn't work. We all say that he's retired in place. I think he's just holding on until retirement in a couple years. But he's a real problem. I complain about it--a lot--but nothing ever seems to get done. I've even written negative reviews about the person, hoping he will get canned, but it doesn't happen. I can't wait for him to retire.

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### **Question - 51:**

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 - 52:**

Explain me about your experience working in this field As Clerk Proofreading?

#### **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 - 53:**

What kind of salary do you need As Clerk Proofreading?

#### **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.

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### **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.

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### **Question - 55:**



Tell me something about your family background?

**Ans:**

First, always feel proud while discussing about your family background. Just simple share the details with the things that how they influenced you to work in an airline field.

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**Question - 56:**

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.

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**Question - 57:**

What features of your previous jobs have you disliked?

**Ans:**

It's easy to talk about what you liked about your job in an interview, but you need to be careful when responding to questions about the downsides of your last position. When you're asked at a job interview about what you didn't like about your previous job, try not to be too negative. You don't want the interviewer to think that you'll speak negatively about this job or the company should you eventually decide to move on after they have hired you.

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**Question - 58:**

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."

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**Question - 59:**

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 - 60:**

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.

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**Question - 61:**

Describe a typical work week for this position As Clerk Proofreading?

**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 Clerk Proofreading 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.

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