

# Registrar Assistant Job Interview Questions And Answers



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## Registrar Assistant Interview Questions And Answers Guide.

### Question - 1:

Who are your heroes?

#### Ans:

Have at least one person you consider a hero or role model. Be ready to explain why they are a hero to you and how they've inspired you to be a better person.

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### Question - 2:

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.

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### Question - 3:

What is your typical way of dealing with conflict? Give me an example?

#### Ans:

First, find out what the root of the problem is. Second, determine the best steps to remediation with the best possible outcome. Third, take action to put remediation plans in place.

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### Question - 4:

Give me a specific example of a time when you had to conform to a policy with which you did not agree?

#### Ans:

You want to first understand why the policy was put into effect. From there, if you truly disagree with it, explain your position to your management. If they don't change it, then you must accept their decision and continue to work or the alternative decision would be to find a new job.

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### Question - 5:

How do you stay organized?

#### Ans:

By maintaining proper routine every day. Putting my strongest points with my weakness. High priority always comes first As Registrar Assistant.

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### Question - 6:

Have you ever been caught stealing, or better yet, have you ever stole anything?

#### Ans:

I guess everyone takes a pen or paper or little things like that. But other than that, NO. I have never stole from my employers or better yet As Registrar Assistant, from anyone.

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### Question - 7:

What is your greatest strength As Registrar Assistant?

#### Ans:

This is your time to shine. Just remember the interviewer is looking for work related strengths As Registrar Assistant. Mention a number of them such as being a good



motivator, problem solver, performing well under pressure, being loyal, having a positive attitude, eager to learn, taking initiative, and attention to detail. Whichever you go for, be prepared to give examples that illustrate this particular skill.

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### Question - 8:

What makes you right for this position?

#### Ans:

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

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### Question - 9:

Tell me about a time when you were forced to make an unpopular decision?

#### Ans:

Not every decision is popular. In fact, almost every decision is bound to make someone unhappy at some point. The key is to demonstrate how it impacted others positively and why you chose it.

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### Question - 10:

What is the difference between a big ego and a healthy ego?

#### Ans:

"Ego" should be replaced by confidence. It's good to be confident as it shows that you know what you're doing. However, a big ego is when confidence spirals out of control and you become arrogant.

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### Question - 11:

Tell me about yourself?

#### Ans:

There are some questions that your potential employer aren't allowed to ask (but trust me, they probably want to). For instance, they shouldn't really ask about your family or how far away you live from your potential place of employment. If you can find a way to answer these questions anyway (with the answers they want to hear), that will give them a little added info to help them make the (right) decision!

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### Question - 12:

What role are you ready to take in a group?

#### Ans:

Ideally, you want to take on the role you're interviewing for, but you want to be flexible with your responsibilities As Registrar Assistant if there are any changes.

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### Question - 13:

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 Registrar Assistant.

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### Question - 14:

How does your present position differ from past ones?

#### Ans:

Describe the difference with regards to responsibilities, culture, team, career opportunity, and the work itself.

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### Question - 15:

Tell me about a decision you made recently and how you reached it As Registrar Assistant?

#### Ans:

The key is to show that you put a lot of thought (weighing out the pros and cons) but were able to be decisive. Be sure to explain your logic in arriving at the decision.

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### Question - 16:

Explain me about a problem or disagreement you had with previous supervisor?

#### Ans:



This question is trap. It is meant to see whether or not you'll speak poorly of an employer. No one wants to hire someone who's going to speak poorly of them down the road. Stay upbeat and positive - and most of all don't say anything negative about a previous employer.

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### Question - 17:

What motivates you?

#### Ans:

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

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### Question - 18:

What do you consider to be your greatest strength?

#### Ans:

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

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### Question - 19:

What has been your biggest professional disappointment?

#### Ans:

When discussing a professional disappointment, make sure to discuss a scenario you could not control. Be positive about the experience and accept personal responsibility where applicable.

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### Question - 20:

Tell me about a time when you helped resolve a dispute between others?

#### Ans:

Be sure to discuss a very specific example. Tell the interviewer what methods you used to solve the problem without focusing on the details of the problem.

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### Question - 21:

Tell me a difficult situation you have overcome in the workplace?

#### Ans:

Conflict resolution, problem solving, communication and coping under pressure are transferable skills desired by many employers As Registrar Assistant. Answering this question right can help you demonstrate all of these traits.

\* Use real-life examples from your previous roles that you are comfortable explaining

\* Choose an example that demonstrates the role you played in resolving the situation clearly

\* Remain professional at all times - you need to demonstrate that you can keep a cool head and know how to communicate with people

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### Question - 22:

Can you explain why you changed career paths As Registrar Assistant?

#### Ans:

Don't be thrown off by this question-just take a deep breath and explain to the hiring manager why you've made the career decisions As Registrar Assistant you have. More importantly, give a few examples of how your past experience is transferable to the new role. This doesn't have to be a direct connection; in fact, it's often more impressive when a candidate can make seemingly irrelevant experience seem very relevant to the role.

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### Question - 23:

What other companies are you interviewing at?

#### Ans:

Be open and share if you are indeed interviewing elsewhere, but do it in a humble way. This way you don't seem arrogant and the interviewer knows your skills are valued by other companies. This also tends to make them want you more as they know they are competing for your services.

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### Question - 24:

What motivates you to succeed?

#### Ans:

Your interviewer will likely want to know the reasons why you will remain motivated to do your best during your employment with the company As Registrar Assistant. Perhaps you are interested in being challenged, but you may also have interest in being recognized for your hard work in the form of the number of sales you can attain. A great example answer for this question is "I always do my best in everything, including my job. I take pride in my success, and I also want the



company for which I work to be successful. Being affiliated with a company that is known for its excellence is very important to me."

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### Question - 25:

How articulate are you in expressing your ideas?

#### Ans:

One of the best ways to answer this question is clearly articulate three points that demonstrate how articulate you are (and in a sense show that in a live setting) - for example: "I would say I'm articulate because one, I typically gather my thoughts before speaking, two, I organize my thoughts well, and three I'm concise when making a point.

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### Question - 26:

Do you work better on a team, with just one partner, or alone?

#### Ans:

Ideally you can handle all three well, but you may have a personal preference for one or a few. The key is to make sure you understand what the job is looking for and to pair your answer with that (assuming it's true)

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### Question - 27:

How have you shown yourself to be a leader?

#### Ans:

Think about a time where you've rallied a group of people around a cause / idea / initiative and successfully implemented it. It could be a small or large project but the key is you want to demonstrate how you were able to lead others to work for a common cause.

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### Question - 28:

What are your thoughts on failure?

#### Ans:

Failure happens. It's a part of life. The key is understanding that you can't be perfect at everything and more importantly you're going to learn from failures to come out stronger.

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### Question - 29:

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?

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### Question - 30:

What is it about this position As Registrar Assistant that attracts you the most?

#### Ans:

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

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### Question - 31:

How do you inspire others to be better?

#### Ans:

First, the key to inspiring others is to first understand what their goals and objectives are. Once you understand what people want, you can inspire them with a vision that aligns to what they care about. People generally care about having purpose, being successful (and being recognized for it), contributing in a meaningful way, and financial rewards (to a degree) and much more. Then once you understand what people set as goals, you can inspire them through 1:1 pep talks, a presentation to multiple people and so forth.

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### Question - 32:

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.

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### Question - 33:



How would you describe your approach to Registrar Assistant?

**Ans:**

In more general terms, a question such as this gives a candidate the opportunity to talk about their professional philosophy and skills. While the question is general in nature, the best answers are usually quite specific, picking one or two points and exemplifying them with instances from personal history.

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**Question - 34:**

What negative thing would your last boss say about you?

**Ans:**

"He/She wouldn't say anything bad, but he/she may point out I could improve in a certain area, and I've taken steps to become better at those skills"

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**Question - 35:**

How would you impact the company?

**Ans:**

Consider first the role that you're applying for and then think of 3 ways where you could potentially impact the company's bottom line and top line. Then consider how you impact the company in a creative manner (how do you help productivity, the development of new products, marketing etc - of course this part is specific to the role you're applying for)

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**Question - 36:**

Why were you fired?

**Ans:**

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

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**Question - 37:**

What differentiates you from the competition?

**Ans:**

Think about what you bring to the table that you truly believe is unique - the easiest way to do is to think of your own personal stories that demonstrate your work ethic, skills, and dedication. Most people have some or all of those skills, but the unique stories are what make people stand out in interviews.

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**Question - 38:**

Why should I hire you As Registrar Assistant?

**Ans:**

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

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**Question - 39:**

Explain a time when you did not get along with your coworker?

**Ans:**

I used to lock heads with a fellows. We disagreed over a lot of things - from the care of civilians to who got what shifts to how to speak with a victim's family. Our personalities just didn't mesh. After three months of arguing, I pulled her aside and asked her to lunch. At lunch, we talked about our differences and why we weren't getting along. It turns out, it was all about communication. We communicated differently and once we knew that, we began to work well together. I really believe that talking a problem through with someone can help solve any issue.

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**Question - 40:**

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 Registrar Assistant" 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.

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**Question - 41:**

What's been your biggest failure to date?

**Ans:**



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

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**Question - 42:**

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 - 43:**

Who are your role models? Why?

**Ans:**

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

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**Question - 44:**

How do you feel about technology at the workplace in general?

**Ans:**

It's a great enabler for us to collaborate better as a team, for us to reach customers more efficiently and frequently and I believe it can help any company become more efficient, leaner, and more productive.

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**Question - 45:**

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

**Ans:**

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

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**Question - 46:**

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 Registrar Assistant - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

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**Question - 47:**

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.

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**Question - 48:**

What aspect of supervision do you find the most difficult?

**Ans:**

Managing different personalities and keeping them focused on the goal at hand.

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**Question - 49:**

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

**Ans:**

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

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**Question - 50:**

What are your salary expectations As Registrar Assistant?

**Ans:**





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

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

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### Question - 51:

Why are you leaving your current job?

#### Ans:

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

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### Question - 52:

Explain me about a time when you reached a goal within a tight deadline?

#### Ans:

I work well under pressure to meet deadlines without jeopardizing the quality of my work. I have always worked in a fast pace environment where we are constantly under pressure to achieve best results within a time frame.

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### Question - 53:

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 - 54:

What techniques and tools do you use to keep yourself organized As Registrar Assistant?

#### 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)

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### Question - 55:

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.

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### Question - 56:

How would you go about establishing your credibility quickly As Registrar Assistant with the team?

#### Ans:

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

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### Question - 57:

What's your salary history?

#### Ans:

When you are interviewing for a new job, it is common practice for the company to ask you about your salary history. I typically want to know what the candidate's base salary is, if they receive any bonus, the average bonus amount, and any additional compensation or perks, such as 500k matching, stock grants or stock options, paid time off and how much they are required to pay towards their medical premiums.

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### Question - 58:

What schedule do you hope to work? Are you willing to work extra hours?

#### Ans:

Be honest. If you really want the job and are willing to work any schedule needed, say so. If, however, you have no intention of working late hours or weekends, simply let the interviewer know the hours that you are available to work. The same applies to extra hours. You are more likely to be hired if you are willing to work any time you are needed. However, saying that you are willing and then complaining about the hours once you start working is a recipe for disaster.



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**Question - 59:**

Tell me one thing about yourself you wouldn't want me to know?

**Ans:**

Talk about a trait that you would consider a weakness. No need to talk about your deepest darkest secrets here.

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**Question - 60:**

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.

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**Question - 61:**

Why should the we hire you as this position As Registrar Assistant?

**Ans:**

This is the part where you link your skills, experience, education and your personality to the job itself. This is why you need to be utterly familiar with the job description as well as the company culture. Remember though, it's best to back them up with actual examples of say, how you are a good team player.

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**Question - 62:**

What does "thinking outside the box" mean to you?

**Ans:**

It means not doing things exactly the same way as everyone else. You've got to challenge the status quo and bring something new to the business.

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**Question - 63:**

How would you observe the level of motivation of your subordinates?

**Ans:**

Choosing the right metrics and comparing productivity of everyone on daily basis is a good answer, doesn't matter in which company you apply for a supervisory role.

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**Question - 64:**

How much time do you need to join the organization As Registrar Assistant?

**Ans:**

You should be able to join it right away, barring plans you've already made (family travel, vacation, other obligations). The key is to simply be open in communication of what's already committed on your schedule. Most companies are accommodating. If they are not, weight the importance of joining that company vs. your plans.

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**Question - 65:**

What is your desired salary As Registrar Assistant?

**Ans:**

Bad Answer: Candidates who are unable to answer the question, or give an answer that is far above market. Shows that they have not done research on the market rate, or have unreasonable expectations.

Good answer: A number or range that falls within the market rate and matches their level of mastery of skills required to do the job.

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**Question - 66:**

What is your greatest weakness As Registrar Assistant? What are you doing to improve it?

**Ans:**

I believe my biggest weakness As Registrar Assistant is wanting to help anyone I can help. What I mean is I am willing to take on task that are not my job. I want to learn all I can. However, that has helped me get promoted or even asked to help in times of need in other department. I have been know as the "go to person" when help is needed.

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