

Contract Manager Job Interview Questions And Answers



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Contract Manager Interview Questions And Answers Guide.

Question - 1:

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

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Question - 2:

If you were interviewing someone for this position As Contract Manager, 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 - 3:

Tell me about a time when you successfully handled a situation?

Ans:

For this question, the interviewer wants to know what you do in a situation that doesn't have a clear answer. This will help the interviewer know how you respond to unforeseen challenges.

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Question - 4:

How do you handle confidentiality in your work?

Ans:

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

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Question - 5:

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 Contract Manager. And second thing is that nothing is interesting in the life till we are not interested.

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Question - 6:

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.

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Question - 7:

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.

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Question - 8:

What are your weaknesses for Contract Manager 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.

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Question - 9:

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.

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Question - 10:

How do you measure success?

Ans:

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

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Question - 11:

Why do you want this job As Contract Manager?

Ans:

This question typically follows on from the previous one. Here is where your research will come in handy. You may want to say that you want to work for a company that is Global Guideline, (market leader, innovator, provides a vital service, whatever it may be). Put some thought into this beforehand, be specific, and link the company's values and mission statement to your own goals and career plans.

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Question - 12:

What is your greatest professional achievement?

Ans:

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Contract Manager, 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 Contract Manager, 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 - 13:

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 - 14:

What experience do you have As Contract Manager?

Ans:

The employer would want to know that not only you can do the job but you can make the difference and bring significant contribution - Simple as that.

No doubt that this is your time to perform and present yourself - You have to introduce/sell yourself to the interviewer. Prepare your answer based on your qualification, professional experience and what you've already achieved in your previous jobs. This is your time to express why you think that your professional abilities fit into the job and its requirements.

Top 10 employment experience you'd want to review:

- * Companies you worked for with dates
- * The positions you've held
- * Key projects and responsibilities
- * Achievements
- * Coursework & continues education



- * Expertise
- * Tools you used (software, hardware)
- * Knowledge of languages
- * Engagement with customers and key industry leaders
- * Team work you were involved (and your contribution)

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Question - 15:

What have you done to improve your skills over the past year As Contract Manager?

Ans:

You'll want to be prepared with some very specific examples of what you've done over the last year and what you're currently doing to improve your professional knowledge and skill set as well as anything else you're doing that shows self-improvement.

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Question - 16:

What do you expect from this job As Contract Manager?

Ans:

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

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Question - 17:

You are not given the tools you need to be successful. How would you change that As Contract Manager?

Ans:

State a business case to your manager / leader as to why you need the tools and make the request for them.

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Question - 18:

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 - 19:

Top 17 Behavioral Interview Questions As Contract Manager:

Ans:

Behavioral interviews As Contract Manager were popularized by industrial psychologists in the 1970s, and have been used at big companies like AT&T. The idea behind them is that past responses to situations are the best predictor of how candidates will respond in the future.

1. Tell me about a time you faced a conflict while working as part of a team.
2. Talk about a goal you set for yourself. What did you do to make sure you met the goal?
3. Give an example of a time when you had to work with someone with a very different personality from yours.
4. Talk about an instance where you wish you'd handled a situation differently with a team member.
5. What's the most difficult problem you have had to solve As Contract Manager?
6. Give an example of how you handled a situation where you needed information from a colleague who wasn't responsive.
7. Talk about a time when you had problems building a relationship with a key team member. What did you do?
8. Tell me about an instance when it was important to make a great impression on a client. What did you do?
9. Tell me about a situation where you had to work with a difficult client.
10. Tell me about a situation where you disappointed a client, and how you tried to fix it.
11. Talk about a time when you had to strategize to meet all your obligations.
12. Talk about a time when you failed at something. How did you react?
13. Talk about a time you took on a leadership role.
14. Tell me about a long-term project you oversaw. How did you keep it focused and on schedule?
15. Talk about a time when you were under a lot of stress. What caused it, and how did you manage?
16. Do you prefer to work alone or with others As Contract Manager?
17. Tell me about a time when you were overwhelmed by the amount of work on your agenda. How did you handle it?

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Question - 20:

Can you tell me a little about yourself?

Ans:

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

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Question - 21:

Tell me about the most fun you have had on the job?



Ans:

When answering this question, discuss situations where you completed tasks benefitting your previous employers.

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Question - 22:

What relevant work experience do you have in this career field As Contract Manager?

Ans:

Talk about specific work related experience for the position you're interviewing for. Make sure the experience is relevant. Don't talk about previous experience that is not related to the position in question. If you don't have specific career related experience speak about prior experience that has helped you develop the specific knowledge and skills required for the position you are applying for.

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Question - 23:

Why are you interested in working As Contract Manager 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.

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Question - 24:

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.

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Question - 25:

Why did you choose your major in college or tech school?

Ans:

People usually choose their major based on their passions or the career path they want to head towards.

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Question - 26:

Describe what a bad work environment would look like to you As Contract Manager?

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.

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Question - 27:

What is the most important quality a supervisor should have?

Ans:

The ability to inspire / lead a team towards one common vision.

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Question - 28:

What are some of the things that you and your supervisor disagree upon and how do you resolve them? What do you do when you are pressed for a decision?

Ans:

The key is that you openly communicate your thoughts to your supervisor to explain your position and try to come to a mutual decision together. Also be sure to listen to his/her thoughts so that you can potentially compromise. When you're pressed for a decision, make sure you've put thought into the reasons as to how you arrived at it and then decisively make it.

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Question - 29:

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.

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Question - 30:

What differentiates this company from other competitors?

Ans:

Be positive and nice about their competitors but also discuss how they are better than them and why they are the best choice for the customer. For example: "Company XYZ has a good product, but I truly believe your company has a 3-5 year vision for your customer that aligns to their business needs."

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Question - 31:

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 - 32:

How did you find out about this job As Contract Manager? What do you know about the job?

Ans:

Possible ways to find out about the job:

Online website listing, friend, professional referral, mentor, career fairs, networking events. You should know about the roles and responsibilities of the job and what they're looking for. Make sure you read up on that online beforehand or ask the person that referred you.

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Question - 33:

What do you feel you deserve to be paid?

Ans:

Do your research before answering this question - first, consider what the market average is for this job. You can find that by searching on Google (title followed by salary) and globalguideline.com and other websites. Then, consider this - based on your work experience and previous results, are you above average, if yes, by what % increase from your pay today from your perspective? Also - make sure if you aim high you can back it up with facts and your previous results so that you can make a strong case.

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Question - 34:

Describe a time when you've been overwhelmed with work?

Ans:

Show how you were able to over the "overwhelmed" feeling - by delegating tasks, getting people on your team to help you out, or by prioritizing your work and focusing on the most important issues first As Contract Manager.

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Question - 35:

What are you most proud of?

Ans:

You should be proud of all your achievements As Contract Manager! We just don't have time to hear them all as interviewers most likely. Focus on 1 really good achievement that showcases characteristics like the following: Integrity, competitiveness, resourcefulness, intelligence, persistence, and so forth.

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Question - 36:

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.

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Question - 37:

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 - 38:**

If selected for this position As Contract Manager, 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 - 39:

What challenges are you looking for in this position?

Ans:

A typical interview question to determine what you are looking for your in next job, and whether you would be a good fit for the position being hired for, is "What challenges are you looking for in a position As Contract Manager?" The best way to answer questions about the challenges you are seeking is to discuss how you would like to be able to effectively utilize your skills and experience if you were hired for the job. You can also mention that you are motivated by challenges, have the ability to effectively meet challenges, and have the flexibility and skills necessary to handle a challenging job. You can continue by describing specific examples of challenges you have met and goals you have achieved in the past.

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Question - 40:

How do you prioritize your work initiatives As Contract Manager?

Ans:

Discuss how you prioritize your work initiatives based on the company initiatives. For example, if you're in customer service discuss how you're focused on providing the best customer experience.

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Question - 41:

What is your greatest strength? How does it help you As Contract Manager?

Ans:

One of my greatest strengths, and that I am a diligent worker... I care about the work getting done.. I am always willing to help others in the team.. Being patient helps me not jump to conclusions... Patience helps me stay calm when I have to work under pressure.. Being a diligent worker.. It ensures that the team has the same goals in accomplishing certain things.

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Question - 42:

Describe your work style?

Ans:

Describe the positive aspects of your work style if possible, including: work ethic, attention to detail, interpersonal skills, skill sets (analytical or otherwise), leadership abilities, communication skills.

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Question - 43:

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?

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Question - 44:

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

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Question - 45:

What qualities do you believe are important to have as a manager?

Ans:

Great managers tend to empower their employees to be successful through strong coaching. They understand how to manage relationships - this is commonly referred to emotional intelligence. They have to be able to handle both client and staff situations that require them to be calm under pressure to clearly think of solutions to complex problems. Most importantly they must be able to articulate the vision to the team and inspire them to work together to collectively achieve that goal

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Question - 46:

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 - 47:

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 - 48:

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.

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Question - 49:

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 - 50:

How much do you expect to get paid As Contract Manager?

Ans:

For this be prepared and research salary to find out what similar positions are paying in your area before you go to the interview. Try to find this information out before giving your salary expectations. You can and should provide a range instead of an exact number. But again, don't say any numbers you're not comfortable with because if the employer offers you a salary at the lowest end of your range, you don't have much to negotiate with when it comes to getting a higher salary.

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Question - 51:

What general trends do you see in our industry?

Ans:

Examine what's happened in the industry in the last 5 - 10 years and how it's evolved and then look at what both the company and analysts are saying about the future of that industry in which that company competes in. Read trade magazines / online sources in that industry as well to make sure you stay up to date on trends.

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Question - 52:

What kind of salary do you need As Contract Manager?

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 - 53:

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

Ans:

Companies love it when you discuss how you've made an impact on your teammates, clients, or partners in the business or in school. It should be rewarding because of the hard work and creative process that you've put into it.

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Question - 54:

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 - 55:

How long will it take for you to make a significant contribution?

Ans:

First define significant contribution - once you do that - lay out a timeline plan in which you think you can achieve that.

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Question - 56:

Give an example of a time you successfully worked As Contract Manager 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 - 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

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Question - 58:

What are your salary expectations As Contract Manager?

Ans:

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

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

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Question - 59:

Does your boss know you're here today?

Ans:

Usually, you probably haven't told your boss for obvious reasons. So it's ok to say that they do not. You don't want to upset the balance at your current job after all and nothing is guaranteed in an interview. The interviewer should understand this stance.

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Question - 60:

What is your biggest achievement?

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 - 61:

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 - 62:

How would you rate your communication and interpersonal skills for this job As Contract Manager?

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.

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Question - 63:

What do you look for in terms of culture -- structured or entrepreneurial?

Ans:

A good answer is to discuss the importance of having both elements in a company As Contract Manager. Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

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Question - 64:

How would you define success?

Ans:

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

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Question - 65:

What do you expect to be earning in 5 years As Contract Manager?

Ans:

Discuss how you expect yourself to be excellent at your job. Thus, it would be reasonable to expect pay that is based on the merit of your work.

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Question - 66:

How do you plan to go by an example for your subordinates?

Ans:

Sticking to the rules by yourself, working hard and not mind participating on basic tasks is a good answer.

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Question - 67:

What's a time you exercised leadership?

Ans:

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

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Question - 68:

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.

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Question - 69:

How do you think I rate as an interviewer?

Ans:

I think you did fine. I'm sure you've conducted a lot of interviews, and it's probably second nature for you now. Thanks for taking the time to meet with me today. I'm sure you have a lot of things you have to juggle every day.

I'd say you rate at least ten out of ten. The questions you asked seemed spot on. I can tell you guys are working hard to find the perfect applicant for the job. I'm glad I could meet with you.

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Question - 70:

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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