

**Interview Questions Answers** 

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## **About Interview Questions Answers**

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

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#### Question - 1:

How do you evaluate success As Personnel Administrator?

## Ans:

I evaluate success As Personnel Administrator in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that the Global Guideline company is recognized for not only rewarding success but giving employees opportunity to grow as well.

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## Question - 2:

What did you like least about your last (or current) job As Personnel Administrator?

## Ans:

Don't vent or focus on the negative with brutally honest answers such as "My boss was a jerk," or "The company culture was too politically correct," or "They just weren't giving me the opportunity to take my career to the next level." Instead, keep the emphasis on the positive, even though there are sure to be things you weren't happy about.

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## Question - 3:

What education or training have you had that makes you fit for this profession As Personnel Administrator?

## Ans:

This would be the first question asked in any interview. Therefore, it is important that you give a proper reply to the question regarding your education. You should have all the documents and certificates pertaining to your education and/or training, although time may not allow the interviewer to review all of them.

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## Question - 4:

What experience do you have As Personnel Administrator?

## 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 - 5:

What have you done to improve your knowledge As Personnel Administrator in the last year?

## Ans:

Try to include improvement activities that relate to the job As Personnel Administrator. A wide variety of activities can be mentioned as positive self-improvement.



Have some good ones handy to mention.

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## Question - 6:

What is your greatest professional achievement?

#### Ans:

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Personnel Administrator, 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 Personnel Administrator, 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 - 7:

Are you good at working in a team As Personnel Administrator?

#### Ans:

Before you answer, consider how you best contribute to a team:

- \* Do you get along easily with people?
- \* Are you an effective collaborator?
- \* Can you communicate with people from various backgrounds and with different personalities?
- \* Can you motivate people?
- \* Do you know how to push back tactfully?
- \* Can you mediate conflicts?
- \* Can you deal with difficult personalities?

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#### Question - 8:

How well do you know this industry?

#### Δns.

Two things businesses need to pay attention to in their industries are what their competition is doing and the customers. You may not always agree with your competitors but it is important to be aware of what changes they are making. Very well. I have been in the industry for over 6 years.

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## Question - 9:

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 Personnel Administrator?" 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 - 10:

What was the most difficult employee situation you found yourself As Personnel Administrator? How did you overcome the problem?

## Anc:

One of employees was conflicting with other and colleague who was prove his was wrong hi denied and was invite union to defend him but we have prove his wrong and I was facing disciplinary action.

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## Question - 11:

Describe to me the position As Personnel Administrator 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 - 12:

Do you have any question regarding this job As Personnel Administrator?

## 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 - 13:

Do you have good computer skills?

#### Ans:

It is becoming increasingly important for medical assistants to be knowledgeable about computers. If you are a long-time computer user with experience with different software applications, mention it. It is also a good idea to mention any other computer skills you have, such as a high typing rate, website creation, and more.

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## Question - 14:

Do you think you have enough experience As Personnel Administrator?

#### Ans:

If you do not have the experience they need, you need to show the employer that you have the skills, qualities and knowledge that will make you equal to people with experience but not necessary the skills. It is also good to add how quick you can pick up the routine of a new job role.

View All Answers

## Question - 15:

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

#### Ans:

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

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#### Question - 16:

Tell me something about your family background?

#### Anc.

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 - 17:

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 - 18:

What's a time you exercised leadership?

## Ans:

Depending on what's more important for 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 - 19:

Why should the we hire you as this position As Personnel Administrator?

## 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 - 20:

Give an example of a time you successfully worked As Personnel Administrator on a team?

## Ans:

On the whole I prefer to stick to doing what I'm told rather than setting myself up to fail by doing things off my own bat. But there was this one time when I suggested to my boss at the pizza parlor that she try offering an 'all you can eat' deal to students to boost trade on Mondays. She thought it was an interesting idea but nothing ever came of it.

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## Question - 21:

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 - 22:

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 - 23:

What five words would be describe you as Personnel Administrator?

#### Ans:

The hiring manager requests this of you because she wants to know more about your individual personality. This list can reveal a lot to her about who you are and how you might fit into the workplace. Your answer also gives the manager an indication of your self-perception, which is a good indicator of the type of employee you will be.

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#### Question - 24:

What do you know about our company?

#### Ans:

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

View All Answers

## Question - 25:

Tell us about a suggestion you have made that has benefited an organization you've worked for?

## Ans:

This is another opportunity to show the interviewer what you're capable of so make sure to be prepared for this type of question. Have an example ready and make sure its an example of a suggestion you've made that was accepted and that have positive influence. If you can come up with an example that relates to the position you're applying for that would be even better.

View All Answers

## Question - 26:

Why do you think you'll do well at this job?

## Ans:

Provide several reasons including skills, experience and interest. If you can show how you've been successful in a similar career field or job position that will go along way to helping the interviewer believe you'll also be successful at this new job.

View All Answers

## Question - 27:

What position do you prefer on a team working on a project?

## Ans:

Do not claim to be comfortable with a specific role if you in are in fact not comfortable with it. However, if you have no problem working in certain roles or situations, be sure to discuss this with the interviewer.

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## Question - 28:

Explain what are your weaknesses As Personnel Administrator?

## Δns·

Red flags: This is the peanut butter to the previous question's jelly. Again, everyone should expect it, so it's a bad sign if someone seems totally unprepared, or gives a stock answer like, "I'm a perfectionist." Also, of course, candidates crazy enough to blurt out some horrible personality trait should go in the red flagged pile. Good answer: Candidates should talk about a real weakness they've been working on improving. For instance, they're not good at public speaking, but they've been taking a course to help them improve. Or maybe they feel that they're easily distracted when working online, but have installed software that helps them stay on task. Answers like these show a desire for improvement, self awareness and discipline.

View All Answers

## Question - 29:

Where do you see yourself in five years? Ten years?



#### Ans:

Bad Answer: A generic or uninspired answer. Also, answers that show that this career/company is just a temporary stop for them.

Good answer: One that shows the candidate has thought about this question, has plans, and that those plans align with the job and a career path that is possible in the company. You want to see that this candidate is a good long term investment.

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## Question - 30:

Top 12 Best Brainteaser Interview Questions:

#### Ans:

Brainteaser questions As Personnel Administrator have become popular for interviews in recent years, as word has gotten out that top tech companies such as Apple, Google, Microsoft and IBM have used this type of question at one time or another.

Companies like Google aren't using these questions so much any more, but many companies, are, and it may be good to prepare for them As Personnel Administrator. The key to these isn't so much getting the exact answer, as it is showing how you would come up with an answer. Here's a sample of 12 of the best and most difficult.

- 1. How many street lights are there in New York City?
- 2. How many gas stations are there in the United States?
- 3. How many golf balls can fit in a school bus?
- 4. How much should you charge to wash all the windows in Seattle?
- 5. Why are manhole covers round?
- 6. How many times a day does a clock's hands overlap?
- 7. How would you test a calculator?
- 8. Describe the internet to someone who just woke up from a 30-year coma.
- 9. How much does the Starbucks in Times Square bring in, in annual revenue?
- 10. You are shrunk to the height of a nickel and thrown into a blender. Your mass is reduced so that your density is the same as usual. The blades start moving in 60 seconds. What do you do?
- 11. What is the air speed velocity of an unladen swallow?;)
- 12. How many golf balls are there in Florida?

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#### Question - 31:

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

#### Anc.

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

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

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

View All Answers

## Question - 32:

If you were given more initiatives than you could handle, what would you do?

## Ans:

First prioritize the important activities that impact the business most. Then discuss the issue of having too many initiatives with the boss so that it can be offloaded. Work harder to get the initiatives done.

View All Answers

## Question - 33:

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

## Ans:

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

View All Answers

## Question - 34:

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.

View All Answers

## Question - 35:



What do you know about this company?

#### Anc

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

View All Answers

## Question - 36:

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.

View All Answers

## Question - 37:

What did you major in and why?

#### Ans:

Tell them your major and the motivations behind why you chose it and how it's helped to prep your of this potential job.

View All Answers

#### Question - 38:

What's been your biggest success to date?

#### Δns.

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

View All Answers

## Question - 39:

What type of mentors do you seek out and why?

#### Ans:

Think of your top 3 mentors and what attributes they exhibit that you want to emulate. Common attributes include passion, desire, will, leadership, ability to influence others, intelligence.

View All Answers

## Question - 40:

How long do you envision yourself staying with this company?

## Ans:

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

View All Answers

## Question - 41:

What types of situations do you consider "unfixable"?

## Ans

Most situations are "fixable" - the ones that are not are typically related to business ethics (someone is cheating the company, someone is stealing, etc)

View All Answers

## Question - 42:

Do you value recognition or pay more? Why?

## Ans:

Either preference is fine, but just remember you have to be able to explain why. If you say recognition, then back that up by describing how achievement really carries weight with you and how you like to feel valued in the work that you do because it validates that you're helping your teammates / customers and so forth. If you choose money, you can also explain that is important to you as validation and you can highlight how money is important to you because of your goals (financial security, providing for your family, and so forth). The key is to be authentic with your answer. However, if you say you value pay more because you're greedy - know that doesn't align usually to most company's values/vision.

View All Answers

## Question - 43:

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

## Ans:

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

## View All Answers

## Question - 44:

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.

View All Answers

#### Question - 45:

Have you ever mentored anyone before? If yes, describe the situation?

## Ans:

Describe a time where you've helped someone else. Mentor ships can be informal so as you've helped someone over a period of time that can certainly count. The key is to highlight how you utilized certain skills/attributes like coaching, teaching, patience, communication skills, and so forth to mentor that person.

View All Answers

#### Question - 46:

How do you inspire others to be better?

#### Ane:

First, the key to inspiring others it 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.

View All Answers

#### Question - 47:

How articulate are you in expressing your ideas?

#### Δns·

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.

View All Answers

## Question - 48:

How important is a positive attitude to you?

## Ans

Incredibly important. I believe a positive attitude is the foundation of being successful - it's contagious in the workplace, with our customers, and ultimately it's the difference maker.

View All Answers

## Question - 49:

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.

View All Answers

## Question - 50:

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

## Ans

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

## Question - 51:

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.

View All Answers

## Question - 52:

How open are you to relocation?



#### Ans:

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

View All Answers

## Question - 53:

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 - 54:

What are your thoughts about working from home?

#### Ans:

This is a new policy some companies are adopting. If the company you are interviewing for allows for it, then you should be thankful for the flexibility and convenience yet state that working from home is a privilege that you would honor. The key point you want to make is that you would still be able to focus and be just as productive working at home.

View All Answers

## Question - 55:

What attracted you to this company As Personnel Administrator?

#### Ans:

You could discuss the company's vision, culture and solutions/services as reasons for wanting to join it.

View All Answers

#### Question - 56:

What techniques and tools do you use to keep yourself organized As Personnel Administrator?

#### Ans:

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

View All Answers

## Question - 57:

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

View All Answers

## Question - 58:

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 - 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:

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

## Δns:

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

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## Question - 61:

How did you find out about this job As Personnel Administrator? 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 - 62:

What do you know about this department?

#### Ans:

One good way to find out about the department is to try to "informally" interview the existing employees over coffee (outside of the office) if possible. It's hard if you don't have any connections there, but if you do a great way to learn about it. Other than that, it's often hard to learn about the department so you can turn the table back on them by asking questions to learn about it.

View All Answer

## Question - 63:

Are you aggressive?

#### Ans:

If you are, describe it through a story / experience that you had. If you aren't, then explain why you're not. If the job role asks for you to be aggressive/not aggressive and you're the opposite of it, explain how you would develop that characteristic.

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#### Question - 64:

How do you define arrogance? Are you arrogant?

#### Δns.

Arrogance is having an attitude of superiority beyond reason. Confidence is believing in yourself without being cocky. You should not be arrogant.

View All Answers

## Question - 65:

Who has been an inspiration for you?

#### Ans:

Cite your role models (possible examples could be your parents, people successful in the industry, world leaders, etc)

View All Answers

## Question - 66:

What was the biggest professional risk you have taken and what was the outcome?

## Ans:

First discuss how you weighed the pros and cons of the risk and the results you'd believe you could achieve. Then discuss the action plan you put into place for it and outline that step by step. Then discuss the outcome and if it wasn't optimal talk about what you would do differently in hindsight.

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