# Legal Coordinator Job Interview Questions And Answers



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## Legal Coordinator Interview Questions And Answers Guide.

#### Question - 1:

How do you think you might fit this position As Legal Coordinator?

#### Ans:

An important part of research before the interview is what the company does and how the job role relates to that. This includes the company philosophy and working methods. Questions such as this seek to find out how a candidate will fit into the organisation As Legal Coordinator. Answer positively; including practical examples of how you anticipate you would perform in the new role.

#### View All Answers

#### Question - 2:

Tell us about a typical day at work. How does it start? What do you do?

#### Ans:

At the beginning of each day, I inspect the work site to make sure that it is hazard-free. Once the work site is secured, I verify that all tools and equipment are adequate in supply. As soon as the work orders are delivered, I provide workers with security guidelines and carry out drills. During the workday, it is my duty to monitor workers to ensure that they are working according to the enforced safety policies and that any problems or accidents are quickly addressed.

#### View All Answers

#### Question - 3:

What is your biggest weakness As Legal Coordinator?

#### Ans:

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

#### Question - 4:

Where do you see your career in five years As Legal Coordinator?

#### Ans:

I would like to retire from this company. I would like to make a difference in the company whether in the company or any other position or area of the company As Legal Coordinator.

#### View All Answers

#### Question - 5:

Why are you leaving last job?

#### Ans:

Although this would seem like a simple question, it can easily become tricky. You shouldn't mention salary being a factor at this point As Legal Coordinator. If you're currently employed, your response can focus on developing and expanding your career and even yourself. If you're current employer is downsizing, remain positive and brief. If you employer fired you, prepare a solid reason. Under no circumstance should you discuss any drama or negativity, always remain positive. *View All Answers* 

### Question - 6:

Did you get on well with your last manager?

#### Ans:

A dreaded question for many! When answering this question never give a negative answer. "I did not get on with my manager" or "The management did not run the business well" will show you in a negative light and reduce your chance of a job offer. Answer the question positively, emphasizing that you have been looking for a career progression. Start by telling the interviewer what you gained from your last job As Legal Coordinator



#### Question - 7:

How many tennis balls can you fit into a limousine? 1,000? 10,000? 100,000? Seriously?

#### Ans:

Well, seriously, you might get asked brainteaser questions like these, especially in quantitative jobs. But remember that the interviewer doesn't necessarily want an exact number-he wants to make sure that you understand what's being asked of you, and that you can set into motion a systematic and logical way to respond. So, just take a deep breath, and start thinking through the math. (Yes, it's OK to ask for a pen and paper!)

#### Question - 8:

How well do you know this industry?

#### Ans:

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.

#### Question - 9:

How would you be an asset to us As Legal Coordinator?

#### Ans:

Think again about the job specification and the skills needed for this role As Legal Coordinator. Have a paragraph prepared highlighting how you will be able to do the job and what you can bring to the team. It goes without saying that this paragraph should be positive.

#### View All Answers

#### Question - 10:

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

#### Ans:

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

#### View All Answers

### Question - 11:

What makes a product successful?

#### Ans:

Basing on the monetization, these questions give you the chance to prove your personal try. Do not show extremely your optimism and pursue the unreality. Give your answers the reality.

It is useful to predict a five to ten- year- scenario of expectations in order to gain your targets that you set up and it is the period of time to see how your plans and targets are performed.

Therefore, the quality of the product and marketability of the mentioned industry need to be highlighted. This will help you to achieve the interviewer's attention and insurance to you personality and you can get the honest and long- term goals.

View All Answers

#### Question - 12:

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 Legal Coordinator. 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."

#### View All Answers

#### Question - 13:

Where do you see yourself in five years As Legal Coordinator?

#### Ans:

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

A hiring manager wants to know

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

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

\* c) if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines. And if the position isn't necessarily a one-way ticket to your aspirations?

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

View All Answers

#### Question - 14:

Why should I hire you As Legal Coordinator?



#### 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. *View All Answers* 

#### Question - 15:

Describe to me the position As Legal Coordinator 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.

### Question - 16:

Do you have any questions for me?

#### Ans:

Good interview questions to ask interviewers at the end of the job interview include questions on the company growth or expansion, questions on personal development and training and questions on company values, staff retention and company achievements.

#### Question - 17:

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.

#### View All Answers

#### Question - 18:

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.

### View All Answers

#### Question - 19:

Explain me about your experience working in this field As Legal Coordinator?

#### Ans:

I am dedicated, hardworking and great team player for the common goal of the company I work with. I am fast learner and quickly adopt to fast pace and dynamic area. I am well organized, detail oriented and punctual person.

View All Answers

#### Question - 20:

How many square feet of pizza are eaten in the United States each month?

#### Ans:

This is a classic guesstimate question where you need to think aloud. And so first off you round the U.S. population to 300 million people (it's actually about 315 million but rounding will be much easier and your interviewer will not score you lower for rounding). Then estimate how many people eat pizza. A decent educated guess is two out of every three people, or 200 million. Now let's say the average pizza-eating person eats pizza twice a month, and eats two slices at a time. That's four slices a month. If the average slice of pizza is perhaps six inches at the base and 10 inches long, then the slice is 30 square inches of pizza. So, four pizza slices would be 120 square inches (30 times 4).

Since one square foot equals 144 square inches (12 times 12), let's assume that each person who eats pizza eats one square foot per month. Since there are 200 million pizza-eating Americans, 200 million square feet of pizza are consumed in the U.S. each month. To summarize: 300 million people in America, 200 million eat pizza, average slice of pizza is six inches at the base and 10 inches long or 30 square inches, average American eats four slices of pizza a month, four pieces times 30 square inches equals 120 square inches (one square foot is 144 square inches), so let's assume one square foot per person, and thus one square foot times 200 million people equals 200 million square feet of pizza a month.

View All Answers

#### Question - 21:

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.

#### View All Answers

#### Question - 22:

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.

#### <u>View All Answers</u>

#### Question - 23:

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.

#### Question - 24:

Where do you see yourself professionally five years from now As Legal Coordinator?

#### Ans:

Demonstrate both loyalty and ambition in the answer to this question. After sharing your personal ambition, it may be a good time to ask the interviewer if your ambitions match those of the company.

#### View All Answers

#### Question - 25:

Why should the we hire you as this position As Legal Coordinator?

#### 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.

#### Question - 26:

Give an example of a time you successfully worked As Legal Coordinator 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.

View All Answers

#### Question - 27:

Tell me about a time when you had to give someone difficult feedback As Legal Coordinator?

#### Ans:

By asking this question, your interviewer hopes to learn whether you can communicate effectively, address issues in the workplace and motivate others during difficult times. Giving negative feedback requires honesty, thoughtfulness and tact. Answering this question well can help show an interviewer that you would be a good fit for a managerial position or a position that involves working closely with others.

#### Question - 28:

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.

View All Answers

#### Question - 29:

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 - 30:

Why do you want to work for this company?

#### Ans:

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



#### Question - 31:

What motivates you at the work place?

#### Ans:

Keep your answer simple, direct and positive. Some good answers may be the ability to achieve, recognition or challenging assignments.

View All Answers

#### Question - 32:

Do you think you are overqualified for this position As Legal Coordinator?

#### Ans:

No matter your previous job experience or educational background, be sure to tell the interviewer you have the knowledge and skills to successfully execute the job responsibilities.

#### View All Answers

#### Question - 33:

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.

#### View All Answers

#### Question - 34:

Why do you want to leave your current company As Legal Coordinator?

#### Ans:

Bad Answer: Complaining about or blaming their former job, boss or colleagues. Also, having no good reason.

Good answer: One that focuses on the positives about why the job they're applying for offers them better learning or career opportunities, chances for advancement, aligns more closely to their long term goals, or is a better fit for them.

View All Answers

#### Question - 35:

Top 11 Interview Questions to Ask when Emotional Intelligence Matters As Legal Coordinator:

#### Ans:

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

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

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

1. If you started a company today, what would its top values be?

- 2. Who inspires you? Why?
- 3. How could you create more balance in your life?
- 4. What makes you angry?
- 5. How do you have fun?
- 6. How good are you at asking for help? 7. How did you deal with a bad day?

- 8. What's something you're really proud of? Why?
- 9. Tell me about a time when your mood altered your performance (positively or negatively).
- 10. Has there ever been a time when you felt you needed to change your behavior at work? How did you do it?
- 11. Did you create friendships that lasted while working at a previous job?

View All Answers

#### Question - 36:

Top 12 Stress Based Interview Questions As Legal Coordinator:

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Some jobs require employees to work under stress, and some interviewers just like to see how applicants handle stressful questions.

There are many questions designed for putting the interviewee into an awkward situation, or throwing them off, to see how they do under stress. Here are some samples.

- 1. How do you feel this interview is going As Legal Coordinator?
- 2 . How would you handle undeserved criticism from a superior?
- 3. How many other jobs are you applying for?
- 4. What would you do if you saw a colleague stealing supplies or equipment?
- 5. What did you do when you had a boss you didn't get along with?
- 6. What would you do if a colleague took credit for your idea, and got a promotion?
- 7. Was the stress of your previous job too much for you?
- 8. What would you do if a colleague admitted to lying on their resume to get the job?
- 9. What would you do if a customer verbally insulted you in front of co-workers?
- 10. What would you change about the design of a baseball hat?
- 11. Why were you fired from your previous job As Legal Coordinator?
- 12. How successful do you think you've been so far?



#### Question - 37:

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.

### Question - 38:

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.

View All Answers

#### Question - 39:

What type of extracurricular activities are you a part of?

#### Ans:

Discuss the clubs / activities you were in, share a personal story about why you enjoyed it and then describe how it's helped shape you to be who you are today. For example, I enjoyed rock climbing because it taught me the value of practicing hard at a sport to become skilled in it. I bring this same diligence to my work approach today as well.

#### View All Answers

#### Question - 40:

How do you feel about giving back to the community?

#### Ans:

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

#### Question - 41:

How has school prepared you for this job role?

#### Ans:

Think back to how you've interacted with your peers to develop social skills, how you've worked with classmates on projects to develop teamwork and collaborative skills, how you've developed discipline through studying, how the courses have helped your creativity, and how the classes you've taken have impacted your analytical / problem solving / reasoning skills.

View All Answers

#### Question - 42:

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?

#### Question - 43:

What types of books or magazines do you typically read?

#### Ans:

Describe both your personal and professional favorites. If you happen to like professional books / magazines that relate to the industry of the company you're applying for - that's definitely worth highlighting.

### Question - 44:

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.

#### View All Answers

#### Question - 45:

Have you ever been fired and if yes, why?

#### Ans:

Answer this as positively as possible and try to avoid disparaging the company you had previously worked for. The key is to accept the fact that yes, you were fired, but you've learned from the mistakes that got you there and you're better now because of it. If you haven't been fired, well, then this question's a piece of cake isn't it?



#### View All Answers

#### Question - 46:

How do you act when you encounter competition?

#### Ans:

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

#### Question - 47:

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 - 48:

What do you expect to be earning in 5 years As Legal Coordinator?

#### 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. View All Answers

#### Question - 49:

What would you do if our competitor offered you a position As Legal Coordinator?

#### Ans:

I would weigh the offer and consider it, however, this company and this role is my first choice. *View All Answers* 

#### Question - 50:

Describe what a "lot of work" looks like to you As Legal Coordinator?

#### Ans:

Ideally you'd like to state that you can take on a lot of work - this shows your work ethic, but at the same time it's okay to tell them that you value work and life balance.

View All Answers

#### Question - 51:

Give me an example of how you handled pressure at work As Legal Coordinator?

#### Ans:

The company is looking to see if you can handle pressure well. Share with them an example where you were able to stay calm during a pressure filled situation (perhaps it was a deadline, or there was an emergency with a customer occurring). Discuss the situation, your reaction and steps you took to resolve it and the outcome.

#### <u>View All Answers</u>

#### Question - 52:

What do you ultimately want to become?

#### Ans:

Do you want to be an entry level worker As Legal Coordinator? Do you want to be a leader? Do you want to be an entrepreneur? Do you want to be a philanthropist? Do you want to be in middle management? Ask yourself these questions to figure it out.

#### Question - 53:

What are the qualities of a good leader As Legal Coordinator? A bad leader?

#### Ans:

A good leader provides constructive criticism, motivates and inspires, coaches the mentee to be successful with their set of skills, and encourages them to push themselves. A bad leader only cares about his/her own interests and does not look out for the success of his/her staff.

#### Question - 54:

Do you think a leader should be feared or liked?

#### Ans:

Liked. You want to work harder for people that inspire and motivate you. Fear only lasts for so long.



#### View All Answers

#### Question - 55:

There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be?

#### Ans:

Just be honest about where you'd like to be - you never know - you may end up bonding with the interviewer with the location. However, you want to stress that you want to work out of the location that you're interviewing for.

### <u>View All Answers</u>

#### Question - 56:

What would you do if you won the lottery?

#### Ans:

The interviewer is asking this question to find out what your true passion is. Ideally it aligns to the type of work you're interviewing for. If not, tie it back in terms of how it relates to the job, for example, "I believe I'll learn the necessary skills in this job to pursue my passion later on in life."

#### Question - 57:

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.

#### Question - 58:

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.

#### Question - 59:

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

#### Ans:

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

#### View All Answers

#### Question - 60:

What kind of work interests you the most?

#### Ans:

You can talk about what you're passionate about. What motivates you. What excites you. *View All Answers* 

#### Question - 61:

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 Legal Coordinator if there are any changes. *View All Answers* 

#### Question - 62:

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. <u>View All Answers</u>

#### Question - 63:

How do you handle repetitive tasks?

#### Ans:

Some people enjoy it, others don't. Which are you? If you don't like it, can you at least do it well? And if you don't like it, be ready to explain why in a positive way (i.e. your potential is to do much more than simply be repetitive)



#### Question - 64:

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. View All Answers

#### Question - 65:

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

#### Ans:

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

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