

# Maintenance Planning Clerk Job Interview Questions And Answers



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# Maintenance Planning Clerk Interview Questions And Answers Guide.

## Question - 1:

How did you hear about the position As Maintenance Planning Clerk?

### Ans:

Another seemingly innocuous interview question, this is actually a perfect opportunity to stand out and show your passion for and connection to the company and for job As Maintenance Planning Clerk. For example, if you found out about the gig through a friend or professional contact, name drop that person, then share why you were so excited about it. If you discovered the company through an event or article, share that. Even if you found the listing through a random job board, share what, specifically, caught your eye about the role.

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## Question - 2:

How do you stay organized?

### Ans:

By maintaining proper routine every day. Putting my strongest points with my weakness. High priority always comes first As Maintenance Planning Clerk.

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## Question - 3:

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

### Ans:

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

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

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

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

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## Question - 4:

What are you looking for in a new position As Maintenance Planning Clerk?

### Ans:

I've been honing my skills As Maintenance Planning Clerk for a few years now and, first and foremost, I'm looking for a position where I can continue to exercise those skills. Ideally the same things that this position has to offer. Be specific.

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## Question - 5:

What did you dislike about your old job?

### Ans:

Try to avoid any pin point , like never say "I did not like my manager or I did not like environment or I did not like team" Never use negative terminology. Try to keep focus on every thing was good As Maintenance Planning Clerk , I just wanted to make change for proper growth.

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## Question - 6:

What experience do you have As Maintenance Planning Clerk?

### 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 - 7:

What is your biggest weakness As Maintenance Planning Clerk?

#### 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 Maintenance Planning Clerk 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.")

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### Question - 8:

What motivates you?

#### Ans:

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

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### Question - 9:

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

#### Ans:

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

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### Question - 10:

Tell me an occasion when you needed to persuade someone to do something?

#### Ans:

Interpersonal relationships are a very important part of being a successful care assistant. This question is seeking a solid example of how you have used powers of persuasion to achieve a positive outcome in a professional task or situation. The answer should include specific details.

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### Question - 11:

What do you consider to be your weaknesses?

#### Ans:

What your interviewer is really trying to do with this question-beyond identifying any major red flags-is to gauge your self-awareness and honesty. So, "I can't meet a deadline to save my life As Maintenance Planning Clerk" is not an option-but neither is "Nothing! I'm perfect!" Strike a balance by thinking of something that you struggle with but that you're working to improve. For example, maybe you've never been strong at public speaking, but you've recently volunteered to run meetings to help you be more comfortable when addressing a crowd.

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### Question - 12:

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.

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### Question - 13:



What's a time you disagreed with a decision that was made at work?

**Ans:**

Everyone disagrees with the boss from time to time, but in asking this interview question As Maintenance Planning Clerk, hiring managers want to know that you can do so in a productive, professional way. "You don't want to tell the story about the time when you disagreed but your boss was being a jerk and you just gave in to keep the peace. And you don't want to tell the one where you realized you were wrong.". Tell the one where your actions made a positive difference on the outcome of the situation, whether it was a work-related outcome or a more effective and productive working relationship.

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**Question - 14:**

Why do you feel you will excel at this job?

**Ans:**

This question presents an excellent opportunity for you to discuss your education, qualifications and personal traits. You might say something like "I studied property management as well as behavior during my college years and I have two years' experience in real estate. I can gauge the homes or apartments in which clients will be interested based solely upon the needs of their families. Finally, my organizational skills will allow me to schedule appointments or showings confidently and arrive for them punctually." This shows your interviewer that you have all of the skills necessary to become successful not only for yourself, but also for your employer.

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**Question - 15:**

Describe to me the position As Maintenance Planning Clerk 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 - 16:**

Do you think you have enough experience As Maintenance Planning Clerk?

**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.

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**Question - 17:**

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

**Ans:**

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

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**Question - 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.

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**Question - 19:**

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 - 20:**

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 - 21:**

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.

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**Question - 22:**

How much do you expect to get paid As Maintenance Planning Clerk?

**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 - 23:**

How would you rate your communication and interpersonal skills for this job As Maintenance Planning Clerk?

**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 - 24:**

What does quality work mean to you?

**Ans:**

Quality work to be is about doing work to the require or set standard, which is very important when it comes to warehouse operations.

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**Question - 25:**

What type of work environment do you prefer?

**Ans:**

Ideally one that's similar to the environment of the company you're applying to. Be specific.

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**Question - 26:**

What types of personalities do you work with best?

**Ans:**

In the past, I have found it difficult to work with others who see themselves as better than others, who can take criticism, and who refuse to work with others. I have found it challenging to work with them b/c I am a team oriented person who feels the importance of working together over the needs of the individual especially in a learning environment.

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**Question - 27:**

What would your first 30, 60, or 90 days look like in this role As Maintenance Planning Clerk?

**Ans:**

Start by explaining what you'd need to do to get ramped up. What information would you need? What parts of the company would you need to familiarize yourself with? What other employees would you want to sit down with? Next, choose a couple of areas where you think you can make meaningful contributions right away. (e.g., "I think a great starter project would be diving into your email marketing campaigns and setting up a tracking system for them.") Sure, if you get the job, you (or your new employer) might decide there's a better starting place, but having an answer prepared will show the interviewer where you can add immediate impact-and that you're excited to get started.

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**Question - 28:**

Why do you want to work As Maintenance Planning Clerk for this organisation?

**Ans:**

Being unfamiliar with the organisation will spoil your chances with 75% of interviewers, according to one survey, so take this chance to show you have done your preparation and know the company inside and out. You will now have the chance to demonstrate that you've done your research, so reply mentioning all the positive things you have found out about the organisation and its sector etc. This means you'll have an enjoyable work environment and stability of employment etc - everything that brings out the best in you.



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**Question - 29:**

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

**Ans:**

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

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

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**Question - 30:**

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 - 31:**

What type of salary are you looking for?

**Ans:**

This can be a very tricky question as the individual asking it is probably digging for something other than a simple answer to the question. We recommend that you don't immediately respond to the question directly. Instead, say something like, "That a difficult question. What is range for this position?" More often than not the interviewer will tell you. If the interviewer insists on direct answer you may want say that it depends on the details of the job - then give a wide salary range.

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**Question - 32:**

How do you believe you would benefit our organization?

**Ans:**

This is a great question that provides you the opportunity to put your best foot forward, to tell the interviewer why he or she should consider hiring you for the job. Make sure you're well prepared for this question as you won't likely get a second chance to really shine.

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**Question - 33:**

Are you willing to work overtime or odd hours?

**Ans:**

Be completely honest. You don't want to lie to get the job if you're not going to work the hours required.

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**Question - 34:**

How do you propose to compensate for your lack of experience?

**Ans:**

The first thing you should do is discuss experience you have the interviewer is unfamiliar with. Once that is detailed, tell the person conducting the interview that you are able to learn new tasks and information in a reasonable period of time and possess a strong work ethic. However, only state this if you can live up to these expectations.

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**Question - 35:**

Why do you want to leave your current company As Maintenance Planning Clerk?

**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.

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**Question - 36:**

Your coworker highlights your mistakes in front of everyone, how do you handle the situation?

**Ans:**



Admit to the mistake without being emotional, but then discuss how you are being proactive in getting it fixed. Lastly, pull the co-worker aside later on to tell them that you'd appreciate it if they gave you the feedback 1:1 first before throwing you under the bus.

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### **Question - 37:**

Tell me about a problem that you've solved in a unique or unusual way. What was the outcome? Were you happy or satisfied with it?

#### **Ans:**

In this question the interviewer is basically looking for a real life example of how you used creativity to solve a problem.

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### **Question - 38:**

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

#### **Ans:**

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

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### **Question - 39:**

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 - 40:**

Why do you want to work in this industry As Maintenance Planning Clerk?

#### **Ans:**

Make sure you research the industry first. Then find at least 3 core things about that industry that you're passionate about (for example: how their solutions impact clients, their culture, the leadership, etc)

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### **Question - 41:**

What do you know about this company?

#### **Ans:**

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

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### **Question - 42:**

What are you passionate about?

#### **Ans:**

Ask yourself - what are your core passions that you wake up excited to act on each and every day? Ask yourself what makes you happy or drives you - is it helping others? Is it making money? Is it creating something? Is it about changing the world? Etc.

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### **Question - 43:**

What's been your biggest success to date?

#### **Ans:**

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.

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### **Question - 44:**

What type of personalities do you work best with and why?

#### **Ans:**

Think of which personalities you work best with (do you like outgoing, collaborative, personable working relationships and so forth?)

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### **Question - 45:**

If someone had to say something negative to you, what would they say?

#### **Ans:**

Again, be honest about sharing a story here about someone who may not have gotten along with you in the office here and explain how you were able to fix that





relationship or change your attitude/action to be a better person / coworker.

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**Question - 46:**

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.

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**Question - 47:**

How important is the vision of the company to you?

**Ans:**

It should be very important if you want a long standing career. Remember, you're investing your time, energy and earnings potential into a company so you want to make sure it's a sustainably successful company that will grow with you over the long haul.

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**Question - 48:**

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 - 49:**

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

**Ans:**

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

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**Question - 50:**

How good are you at problem solving?

**Ans:**

Describe the problem first and then discuss how you were able to fix it.

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**Question - 51:**

Describe to me a time where you had to make a hard decision As Maintenance Planning Clerk?

**Ans:**

Hard decisions are hard for a reason. It could dramatically effect the company. It could affect other workers. So if you have a story about how you made a hard decision and had a good outcome, share that. If you have one where the outcome wasn't great, explain how you would have changed the way you approached the decision to show you learned how to improve.

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**Question - 52:**

Why should we give you this job As Maintenance Planning Clerk when someone else is equally qualified?

**Ans:**

Describe how you're unique, but make sure you tie it to the job responsibilities and how you would impact the company. For example, "I believe my unique programming skills and experience in developing over 18 best selling iphone apps will help the company develop high quality applications faster than my competitors"

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**Question - 53:**

What does your professional network look like?

**Ans:**

If you have a professional network, discuss it detail (# of contacts, people you know, their positions and what you've learned from them or how you've worked with them). If you don't have one, discuss how you would develop one (career fairs, networking events for that industry, through your existing friends, etc)

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**Question - 54:**

What do you expect to be earning in 5 years As Maintenance Planning Clerk?

**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 - 55:**

Give me an example of how you handled pressure at work As Maintenance Planning Clerk?

**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.

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**Question - 56:**

Was there a person in your career who really made a difference?

**Ans:**

If you can't think of one, you need to get a mentor QUICKLY! Mentors can come in the form of peers, family members, co-workers, management / leaders at a company and so on.

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**Question - 57:**

What are you most proud of?

**Ans:**

You should be proud of all your achievements As Maintenance Planning Clerk! 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 - 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:**

What negative thing would your last boss say about you?

**Ans:**

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

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**Question - 60:**

What three character traits would your friends use to describe you?

**Ans:**

Friends would typically use attributes like (assuming you have these): Trustworthy, honest, hardworking, friendly, courageous, nice, diligent, organized and so forth. Not saying you have all of these, but the best way for you to find out is to survey your friends by asking them what they consider your brand to be.

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**Question - 61:**

What are three positive character traits you don't have?

**Ans:**

List three attributes that you aspire to attain / build in the next few years - and then explain how you would develop those.

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**Question - 62:**

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 - 63:**



How did you find out about this job As Maintenance Planning Clerk? 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 - 64:**

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 - 65:**

How do you take "No" for an answer?

**Ans:**

You want to be persistent enough to understand why someone is saying no so that you could potentially convince them otherwise with a sound reason. However, if they are still saying "no" to you, then you need to humbly accept their position and move on.

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**Question - 66:**

What aspect of supervision do you find the most difficult?

**Ans:**

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

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**Question - 67:**

How did you become interested in this field/industry?

**Ans:**

Describe how you've come to develop a passion or interest in this industry and use variables like "culture, people, vision, career development, and the work itself" to define your choice

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**Question - 68:**

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

**Ans:**

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

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**Question - 69:**

In your last job what kinds of pressure did you encounter and how did you react As Maintenance Planning Clerk?

**Ans:**

Do not show your fear or uneasiness in handling pressure. Everyone likes to have a worker who can handle pressure calmly and with a clear train of thought. Show how you would logically come to a conclusion in a pressure filled situation.

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**Question - 70:**

What kind of work interests you the least As Maintenance Planning Clerk?

**Ans:**

What bores you? What fails to challenge you? What fails to excite you?

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**Question - 71:**

Rate yourself on a scale of 10?

**Ans:**

If you truly believe you're a 10, you better be able to explain why with examples / stories. If you believe you're a great contributor and have room to grow, say 8 or 9. If you're below that, explain what you would do to improve yourself to get the ranking you believe you can be.

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**Question - 72:**

When was the last time something upset you at work? What did you do?



**Ans:**

Almost everyone has an emotional moment related to work at some point - you're not alone. The key is to learn why you reacted that way and to focus not on the problem but HOW to resolve it. Another key component is to be aware of your emotional response so that you can learn to control it in the future in a calm way.

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**Question - 73:**

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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**Question - 74:**

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 be a team player.

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