

# Automatic Data Processing Customer Liaison Job Interview Questions And Answers



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## Automatic Data Processing Customer Liaison Interview Questions And Answers Guide.

### Question - 1:

Do you work well within a team?

#### Ans:

Some people are thrown when they are asked this Automatic Data Processing Customer Liaison question when they are applying for a position to work alone. Every company works as a team, so you are a good team player, give an example of when you have worked well within a team.

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### Question - 2:

Tell me about a time when you had to think strategically?

#### Ans:

There was a time when I was told I had to get rid of 20% of my people. I had to determine which persons I needed the most by determining who could do what. I had to put aside personal feelings so that I could keep a working crew to handle the same workload with less people.

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### Question - 3:

What do you think about Teamwork?

#### Ans:

I enjoy teamwork and am used to shift work. I think I would adapt well to the role. I am looking for new challenges In Automatic Data Processing Customer Liaison and I know I would learn a lot as cabin crew, not just about people and places, but skills like first aid too, how can I help others within my limits.

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### Question - 4:

What experience do you have In Automatic Data Processing Customer Liaison?

#### 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's your dream job?

#### Ans:

Along similar lines, the interviewer wants to uncover whether this position In Automatic Data Processing Customer Liaison is really in line with your ultimate career goals. While "an GGL star" might get you a few laughs, a better bet is to talk about your goals and ambitions-and why this job will get you closer to them.



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### Question - 6:

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

#### Ans:

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

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### Question - 7:

How do you imagine a typical day of an employee in our company In Automatic Data Processing Customer Liaison?

#### Ans:

Just do not say that you imagine to only walk and watch what people do. Rather try to show them your attention to details and proactive attitude to job. Mention that you would try to observe the problems, weaknesses as well as opportunities to improve the results and take measures according to it.

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### 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.

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### Question - 9:

What are your salary requirements In Automatic Data Processing Customer Liaison?

#### Ans:

The #1 rule of answering this question is doing your research on what you should be paid by using site like Global Guideline. You'll likely come up with a range, and we recommend stating the highest number in that range that applies, based on your experience, education, and skills. Then, make sure the hiring manager knows that you're flexible. You're communicating that you know your skills are valuable, but that you want the job and are willing to negotiate.

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### Question - 10:

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 In Automatic Data Processing Customer Liaison?" 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 - 11:

Why are manhole covers round?

#### Ans:

This is a classic brainteaser, which was reportedly first asked by a Microsoft interviewer. Here's how to ""solve"" this brainteaser (remember to speak and reason out loud while solving this brainteaser): Why are manhole covers round? Could there be a structural reason? Why aren't manhole covers square? It would make it harder to fit with a cover. You'd have to rotate it exactly the right way. The pipes below are also round, so fitting them might be easier, as might be making them. So many manhole covers are round because they don't need to be rotated. There are no corners to deal with. Also, a round manhole cover won't fall into a hole because it was rotated the wrong way, so it's safer. Looking at this, it seems corners are a problem. You can't cut yourself on a round manhole cover. And because it's round, it can be more easily transported. One person can roll it.

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### Question - 12:

Why do you want to join our company?

#### Ans:

This is a question that is aimed at finding out whether you know enough about the company and the basic market. The best way to answer this question is to do some research on the company and highlight its positive points.

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### Question - 13:

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 - 14:

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 - 15:

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 - 16:

How would you rate your communication and interpersonal skills for this job In Automatic Data Processing Customer Liaison?

#### 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 - 17:

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

#### Ans:

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

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### Question - 18:

Where do you see yourself professionally five years from now In Automatic Data Processing Customer Liaison?

#### 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.

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### Question - 19:

Why should we hire you as this position In Automatic Data Processing Customer Liaison?

#### 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:

Are you planning to continue your studies and training In Automatic Data Processing Customer Liaison?

#### 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 - 21:

How do you think I rate as an interviewer?

**Ans:**

I think you did fine. I'm sure you've conducted a lot of interviews, and it's probably second nature for you now. Thanks for taking the time to meet with me today. I'm sure you have a lot of things you have to juggle every day. I'd say you rate at least ten out of ten. The questions you asked seemed spot on. I can tell you guys are working hard to find the perfect applicant for the job. I'm glad I could meet with you.

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**Question - 22:**

What was the most important task you ever had?

**Ans:**

There are two common answers to this question that do little to impress recruiters:

\* 'I got a 2.1'

\* 'I passed my driving test'

No matter how proud you are of these achievements, they don't say anything exciting about you. When you're going for a graduate job, having a degree is hardly going to make you stand out from the crowd and neither is having a driving licence, which is a requirement of many jobs.

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**Question - 23:**

Do you consider yourself successful?

**Ans:**

You should always answer yes to this question. Briefly explain why without going on and on. If you communicate that you're more successful than you really are you may come off as arrogant or unrealistic. A goof explanation is that you have set professional goals and that you have met some of these goals and are on track to meet more in the near future.

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**Question - 24:**

What have you done to improve your skills over the past year In Automatic Data Processing Customer Liaison?

**Ans:**

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

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**Question - 25:**

How long do you want to work for us if we hire you?

**Ans:**

Here being specific is probably not the best approach. You may consider responding, "I hope a very long time." Or "As long as we're both happy with my performance."

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**Question - 26:**

Do you think you are overqualified for this position In Automatic Data Processing Customer Liaison?

**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.

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**Question - 27:**

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

**Ans:**

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

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**Question - 28:**

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

**Ans:**

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

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**Question - 29:**

What can you offer us that someone else can not?

**Ans:**

Bad Answer: Going negative - if the candidate starts trash talking other candidates, it's a sure sign of a bad attitude. Also, if they can't provide a solid answer, it may show that they lack thorough knowledge of the skills the job requires, and an understanding of where they fit in.

Good answer: The candidate can name specific skills, abilities or understandings they have that apply directly to the job that other candidates are unlikely to have, or



are in short supply.

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**Question - 30:**

What is your desired salary In Automatic Data Processing Customer Liaison?

**Ans:**

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

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

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**Question - 31:**

You are not given the tools you need to be successful. How would you change that In Automatic Data Processing Customer Liaison?

**Ans:**

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

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**Question - 32:**

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

**Ans:**

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

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**Question - 33:**

What is your biggest fear?

**Ans:**

Don't try to sugarcoat the answer by listing something ambitious as a fear, unless you truly mean it (for example: I fear being a great leader) - Share your real fears but discuss how you would overcome them.

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**Question - 34:**

What are ideas or initiatives you've led and what was the outcome?

**Ans:**

Describe your most unique ideas and initiatives that had the best results for the company. Make sure you highlight your creativity, your results, your diligence and your ability to execute.

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**Question - 35:**

How do you stay up to date with industry?

**Ans:**

Discuss how you stay up to date by reading industry specific sites, magazines, and Google / yahoo news. Also make sure you stay up to date by reading the current news on the company's website.

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**Question - 36:**

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.

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**Question - 37:**

What other companies are you interviewing at?

**Ans:**

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

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**Question - 38:**

Describe a time where you've failed and bounced back?



**Ans:**

Share a story to describe this. For example: "I accidentally made the mistake of telling a customer I could deliver on a solution set on a certain date and then later found out our business partner couldn't do it on that time. I learned that I shouldn't rush into important decisions and promises like this and that I should always check with my counterparts first before committing to a statement of work."

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**Question - 39:**

What role do you see technology playing in this role?

**Ans:**

Technology is important to almost every job today but it's not meant to be abused. I believe it's important to increase productivity and not for personal use.

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**Question - 40:**

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?

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**Question - 41:**

How would you define success?

**Ans:**

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

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**Question - 42:**

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.

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**Question - 43:**

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 - 44:**

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 - 45:**

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 - 46:**

What are the goals you've set for yourself?

**Ans:**

You could discuss your goals with regards to these categories: Career goals, impact you want to leave on society, financial goals, academic goals, charitable goals.

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**Question - 47:**

What were the responsibilities of your last position In Automatic Data Processing Customer Liaison?

**Ans:**





If you want to show your ambition, you can discuss how you haven't reached all of your goals yet and in that sense aren't satisfied. However, if you want to discuss satisfaction from your job discuss an experience in which you achieved something.

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**Question - 48:**

What techniques and tools do you use to keep yourself organized In Automatic Data Processing Customer Liaison?

**Ans:**

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

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**Question - 49:**

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 - 50:**

What is your greatest achievement outside of work In Automatic Data Processing Customer Liaison?

**Ans:**

This is a great opportunity for you to discuss how you've given back to the community, how you've achieved in a competitive extracurricular activity (think sports or clubs), how you've mentored others, and so forth.

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**Question - 51:**

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.

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**Question - 52:**

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 - 53:**

What's the last book you read?

**Ans:**

Try to talk about a book related to the industry, for example, if you're applying for a role related to business, cite a business book.

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**Question - 54:**

If I were to give you this salary you requested but let you write your job description for the next year, what would it say?

**Ans:**

It should say the same thing - after all - if you think this salary is fair then it should suit the responsibilities!

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**Question - 55:**

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

**Ans:**

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

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**Question - 56:**

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 In Automatic Data Processing Customer Liaison. If you haven't, think of how you would in the future. You can discuss charitable causes, how you mentored someone, and so on.



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**Question - 57:**

Do you have good manners? What types of people need to be treated with good manners?

**Ans:**

You should have good manners. Everyone should be treated with courtesy and respect.

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**Question - 58:**

Can you perform Internet research? Please describe to me your steps in doing so?

**Ans:**

Internet research can entail Google searches, industry sites, news articles, social networks and company websites.

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**Question - 59:**

Tell me about a time when you were held accountable for a problem that you hadn't caused?

**Ans:**

If someone puts the blame on you (incorrectly), the best thing you can do is NOT to retaliate. You want to make it known that you were not to blame (explain all the facts) and then focus on fixing the problem in the best way possible.

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**Question - 60:**

What makes you a good manager?

**Ans:**

Describe how you manage people, time, money and energy in the most effective manner to achieve the best return of that investment.

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**Question - 61:**

What motivates you the most?

**Ans:**

Is it money? Is it career development? Is it recognition? Is it a sense of achievement? Is it to impress your peers? Is it for fame?

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**Question - 62:**

How will you approach learning this "new" job In Automatic Data Processing Customer Liaison?

**Ans:**

Interview peers and leaders/managers, read industry news, practice the skill sets needed, absorb information on the job as much as possible.

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**Question - 63:**

Describe some problems you encountered in your most recent position In Automatic Data Processing Customer Liaison 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 - 64:**

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 In Automatic Data Processing Customer Liaison if there are any changes.

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**Question - 65:**

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 - 66:**



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)

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**Question - 67:**

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 - 68:**

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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