# **Travel Clerk Job Interview Questions And Answers**



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## **Travel Clerk Interview Questions And Answers Guide.**

#### Question - 1:

How do you prioritize your work?

#### Ans:

Depends on the situation... I like to label certain tasks as either A B or C...A being the one that requires immediate attention, and C which are tasks that aren't urgent but eventually need to get done... I like to focus my work As Travel Clerk on the things that need to get done, and done quickly... While balancing the other work alongside our first priorities.

#### View All Answers

#### Question - 2:

What education or training have you had that makes you fit for this profession As Travel Clerk?

#### Ans:

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

#### Question - 3:

What is your biggest weakness As Travel 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 Travel 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.")

#### View All Answers

#### Question - 4:

What makes you right for this position?

#### Ans:

This question can be tricky because you need to show your worth As Travel Clerk without sounding cocky or arrogant. Research the business ahead of time and become familiar with its mission and values. Take the time to figure out how your personal qualities fit the needs of the business and use that fit to provide your answer.

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 Travel Clerk. 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:

Are You a 'People' Person?

#### Ans:

Although it may be phrased a little differently, the gist of this question is clear:

Do you like being around people? If you don't, being a medical assistant isn't a good fit for you. After all, you'll be working directly with patients throughout the day. It helps a lot if you sincerely like interacting with them. While answering this question, make sure to mention that you like helping people too. This will drive home the point that you are a talented medical assistant and would be a valuable part of the team As Travel Clerk.



#### View All Answers

### Question - 7:

How do you handle your anger?

#### Ans:

I don't get angry very easily but in the rare occasion that I do, I hold it in and act as though nothing is wrong.

#### View All Answers

#### Question - 8:

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 - 9:

How would you be an asset to us As Travel Clerk?

#### Ans:

Think again about the job specification and the skills needed for this role As Travel Clerk. 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:

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.

#### Question - 12:

What is it about this position As Travel Clerk that attracts you the most?

#### Ans:

Use your knowledge of the job description to demonstrate how you are a suitable match for the role.

View All Answers

#### Question - 13:

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 - 14:

Where do you see yourself in five years As Travel Clerk?

#### 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 - 15:

Describe a typical work week for this position As Travel Clerk?

#### Ans:

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position As Travel Clerk you are applying for and how your current or past positions relate to it. The more you can connect your past experience with the job opening, the more successful you will be at answering the questions.

<u>View All Answers</u>

#### 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 think you have enough experience As Travel 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.

### Question - 18:

Explain an idea that you have had and have then implemented in practice?

#### Ans:

Often an interview guide will outline the so-called 'STAR' approach for answering such questions; Structure the answer as a situation, task, action, and result: what the context was, what you needed to achieve, what you did, and what the outcome was as a result of your actions.

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

#### Question - 19:

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.

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

#### Question - 20:

Give me an example of an emergency situation that you faced. How did you handle it?

#### Ans:

There was a time when one of my employers faced the quitting of a manager in another country. I was asked to go fill in for him while they found a replacement and stay to train that person. I would be at least 30 days. I quickly accepted because I knew that my department couldn't function without me.

#### Question - 21:

How much do you expect to get paid As Travel 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. *View All Answers* 

#### Question - 22:

How would you rate your communication and interpersonal skills for this job As Travel 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.

View All Answers



#### Question - 23:

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.

View All Answers

#### Question - 24:

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.

View All Answers

#### Question - 25:

What would your first 30, 60, or 90 days look like in this role As Travel 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.

View All Answers

#### Question - 26:

What's a time you exercised leadership?

#### Ans:

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

#### Question - 27:

Why should the we hire you as this position As Travel Clerk?

#### 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 - 28:

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

View All Answers

#### Question - 29:

How have you changed in the last five years?

#### Ans:

All in a nutshell. But I think I've attained a level of personal comfort in many ways and although I will change even more in the next 5-6 years I'm content with the past 6 and what has come of them.

#### View All Answers

#### Question - 30:

Tell me about a time when you had to give someone difficult feedback As Travel Clerk?

#### 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.

View All Answers



#### Question - 31:

What have you done to improve your skills over the past year As Travel Clerk?

#### 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.

#### Question - 32:

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 - 33:

If you had enough money to retire would you?

#### Ans:

Just be honest. If you would retire then say so. But since you can't retire, and the interviewer already knows this, simply answer that since you can't this is type of work you prefer doing. However, if you wouldn't retire if you had the money then explain why. Work is an important element of happiness for most people and many won't retire even when they can.

#### View All Answers

#### Question - 34:

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

#### Ans:

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

View All Answers

#### Question - 35:

What is your dream job?

#### Ans:

There is almost no good answer to this question, so don't be specific. If you tell the interviewer that the job you're applying for with his/her company is the perfect job you may loose credibility if you don't sound believable (which you probably won't if you're not telling the truth.) If you give the interviewer some other job the interviewer may get concerned that you'll get dissatisfied with the position if you're hired. Again, don't be specific. A good response could be, "A job where my work ethic and abilities are recognized and I can make a meaningful difference to the organization."

#### View All Answers

#### Question - 36:

What would your previous employer say is your greatest strength?

#### Ans:

Be prepared for this question. If you have to sit and think about it it's going to appear as if you're not sure or that you've never identified your own value in the work place - not good. You don't have to have a complex response. Keep it simple and honest. For example, several possibilities could be Leadership, Problem solving ability, Initiative, Energy, Work ethic, Innovative, etc., etc.

View All Answers

#### Question - 37:

How well do you perform under pressure?

#### Ans:

This is a fair question, as potential employers want to know if you're going to be able to get the job done even when things get a little bit stressful. You may say that you thrive under pressure or that you're able to get the job done even when things get a little bit stressful, just make sure to provide some real world examples of your ability to work under pressure in a prior job.

#### View All Answers

#### Question - 38:

How do you measure success?

#### Ans:

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

#### Question - 39:

Why are you interested in working As Travel Clerk for [insert company name here]?



#### Ans:

Bad Answer: They don't have a good reason, or provide a generic answer, "I think it represents a great opportunity."

Good answer: One that shows they've done research on the company, and are truly excited about specific things they can do at the job. This not only shows enthusiasm for the work and basic preparation skills, gives you clues about the cultural fit.

#### View All Answers

#### Question - 40:

What is your desired salary As Travel Clerk?

#### 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.

#### View All Answers

#### Question - 41:

Tell me why do you want this job As Travel Clerk?

#### Ans:

Bad Answer: No solid answer, answers that don't align with what the job actually offers, or uninspired answers that show your position is just another of the many jobs they're applying for. Good answer: The candidate has clear reasons for wanting the job that show enthusiasm for the work and the position, and knowledge about the company and job.

Good answer: The candidate has clear reasons for wanting the job that show enthusiasm for the work and the position, and knowledge about the company and job. *View All Answers* 

#### Question - 42:

You have a project due in one hour but a more important emergency that affects business needs to be fixed immediately, what do you do?

#### Ans:

Focus on the issue that impacts the business most first.

View All Answers

#### Question - 43:

If you have multiple projects on your plate, how do you handle completing them on time?

#### Ans:

Prioritize based on business importance. Set clear timelines for each so that you know which ones to knock out first. Get your teammates to help if necessary.

#### Question - 44:

Tell me about a time when you had to make a decision without all the information you needed. How did you handle it As Travel Clerk? Why? Were you happy with the outcome?

#### Ans:

In many scenarios, you will not have all the information needed. The key is to make the best possible decision based on what you deem to be a sufficient amount of information.

<u>View All Answers</u>

#### Question - 45:

Describe your work style?

#### Ans:

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

#### Question - 46:

Who are your role models? Why?

#### Ans:

If possible, cite role models you're truly passionate about - passion is contagious and will show you're being genuine. If the role model is in the same or similar industry as the company in an executive level position, even better.

#### View All Answers

#### Question - 47:

Why do you want to work in this industry As Travel 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)

#### View All Answers



#### Question - 48:

What is your biggest regret to date and why?

#### Ans:

Describe honestly the regretful action / situation you were in but then discuss how you proactively fixed / improved it and how that helped you to improve as a person/worker.

#### View All Answers

#### Question - 49:

What differentiates you from the competition?

#### Ans:

Think about what you bring to the table that you truly believe is unique - the easiest way to do is to think of your own personal stories that demonstrate your work ethic, skills, and dedication. Most people have some or all of those skills, but the unique stories are what make people stand out in interviews.

#### Question - 50:

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?

#### View All Answers

#### Question - 51:

Do you value recognition or pay more? Why?

#### Ans:

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

#### View All Answers

#### Question - 52:

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.

#### View All Answers

#### Question - 53:

If you could offer suggestions on how to improve our company, what would you say?

#### Ans:

Examine the trends of the company and also where there may be some weaknesses (news articles often document this on public companies or look at their competitors to see how they're positioning it against them.) Then, once you have that knowledge, think creatively on how you could improve upon that weakness for them.

#### View All Answers

#### Question - 54:

How do you inspire others to be better?

#### Ans:

First, the key to inspiring others it to first understand what their goals and objectives are. Once you understand what people want, you can inspire them with a vision that aligns to what they care about. People generally care about having purpose, being successful (and being recognized for it), contributing in a meaningful way, and financial rewards (to a degree) and much more. Then once you understand what people set as goals, you can inspire them through 1:1 pep talks, a presentation to multiple people and so forth.

View All Answers

#### Question - 55:

What are your presentation skills like As Travel Clerk?

#### Ans:

Make sure you share a story that demonstrates your presentation skills in front of many people. If you are really brave, offer to give a snippet of that presentation to the interviewer. This will definitely be different from what most people do.

#### View All Answers

#### Question - 56:

Would you describe yourself as more analytical or interpersonal?



#### Ans:

If you answer either, just make sure you explain why. For example, "I would consider myself to be more analytical because I'm good at examining a data set and then understanding how to interpret it in a business environment." or "I'm more of interprets and person because I enjoy working and collaborating with my teammates and clients"

View All Answers

#### Question - 57:

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 - 58:

What would you like to have accomplished by the end of your career?

#### Ans:

Think of 3 major achievements that you'd like to accomplish in your job when all is said and done - and think BIG. You want to show you expect to be a major contributor at the company. It could be creating a revolutionary new product, it could be implementing a new effective way of marketing, etc.

#### Question - 59:

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

#### Ans:

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

#### View All Answers

#### Question - 60:

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

#### Ans:

Both are important. You need to stress that. However, if you could only choose one, ask yourself As Travel Clerk - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

#### View All Answers

#### Question - 61:

What do you like to do?

#### Ans:

Discuss your passions As Travel Clerk. Ideally if it's work related that's fantastic! If not, talk about your academic / extracurricular passions and WHY you enjoy them. For example: I love playing sports because of the team work aspect - it's fun winning together! (This example shows you're a team player)

#### Question - 62:

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"

#### Question - 63:

What is your greatest fear?

#### Ans:

We all have fears. It's okay to discuss them. Just don't dive too deeply into them. Discuss how you would work to overcome your fears. You don't want to seem weak. You want to acknowledge it's out there but that you'll be able to work through it.

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

#### Question - 64:

How do you feel about taking no for an answer?

#### Ans:

It's good to be persistent, but not overbearing. Everyone will face rejection at some point in their life, so at some point you'll have to take no for an answer but then learn why you were turned down.

View All Answers

Question - 65:



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.

#### View All Answers

#### Question - 66:

How would you go about establishing your credibility quickly As Travel Clerk with the team?

#### Ans:

Fully understand my responsibilities, work hard and exceed expectations, learn as much as possible, help others as much as possible, understand what my teammates' goals and needs are, be on time, and gain a mentor.

#### Question - 67:

View All Answers

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.

#### View All Answers

#### Question - 68:

What do you see yourself doing within the first 30 days of this job?

#### Ans:

Typically the first 30 days are designed for you to learn as much as possible As Travel Clerk. Work hard to get to know your teammates, how they work together, and how you can make the biggest impact.

#### View All Answers

#### Question - 69:

What do you know about this department?

#### Ans:

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

#### View All Answers

#### Question - 70:

What does "thinking outside the box" mean to you?

#### Ans:

It means not doing things exactly the same way as everyone else. You've got to challenge the status quo and bring something new to the business.

#### Question - 71:

How does your present position differ from past ones?

#### Ans:

Describe the difference with regards to responsibilities, culture, team, career opportunity, and the work itself. View All Answers

#### Question - 72:

Are you aggressive?

#### Ans:

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

#### Question - 73:

Are you willing to work in shifts?

#### Ans:

If the job calls for shifts that vary, be ready to do that for your work. If you aren't open to that, then explain why and see if they can adjust it for you. <u>View All Answers</u>

#### Question - 74:

Who has been an inspiration for you?



#### Ans:

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

View All Answers

#### Question - 75:

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. View All Answers

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