

# Timekeeping Clerk Job Interview Questions And Answers



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## Timekeeping Clerk Interview Questions And Answers Guide.

### Question - 1:

Can you explain why you changed career paths As Timekeeping Clerk?

#### Ans:

Don't be thrown off by this question-just take a deep breath and explain to the hiring manager why you've made the career decisions As Timekeeping Clerk you have. More importantly, give a few examples of how your past experience is transferable to the new role. This doesn't have to be a direct connection; in fact, it's often more impressive when a candidate can make seemingly irrelevant experience seem very relevant to the role.

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### Question - 2:

Explain yourself in one line?

#### Ans:

When you respond, keep in mind the type of position you are interviewing for like Timekeeping Clerk based job, the company culture, and the work environment. Your answer should help show the interviewer why you're a match for the job and for the company.

Sample answers are:

- \* I'm a people person. I really enjoy meeting and working with a lot of different people.
- \* I'm a perfectionist. I pay attention to all the details, and like to be sure that everything is just right.
- \* I'm a creative thinker. I like to explore alternative solutions to problems and have an open mind about what will work best.
- \* I'm efficient and highly organized. This enables me to be as productive as possible on the job.
- \* I enjoy solving problems, troubleshooting issues, and coming up with solutions in a timely manner.

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### Question - 3:

How do you think you might fit this position As Timekeeping Clerk?

#### Ans:

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

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### Question - 4:

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

#### Ans:

I've been honing my skills As Timekeeping 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 Timekeeping Clerk, I just wanted to make change for proper growth.

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### Question - 6:

What did you like least about your last (or current) job As Timekeeping Clerk?

#### Ans:

Don't vent or focus on the negative with brutally honest answers such as "My boss was a jerk," or "The company culture was too politically correct," or "They just



weren't giving me the opportunity to take my career to the next level." Instead, keep the emphasis on the positive, even though there are sure to be things you weren't happy about.

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**Question - 7:**

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 As Timekeeping Clerk 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 with in my limits.

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**Question - 8:**

What education or training have you had that makes you fit for this profession As Timekeeping 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.

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**Question - 9:**

What is your greatest strength As Timekeeping Clerk?

**Ans:**

This is your time to shine. Just remember the interviewer is looking for work related strengths As Timekeeping Clerk. Mention a number of them such as being a good motivator, problem solver, performing well under pressure, being loyal, having a positive attitude, eager to learn, taking initiative, and attention to detail. Whichever you go for, be prepared to give examples that illustrate this particular skill.

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**Question - 10:**

Why was there a gap in your employment As Timekeeping Clerk?

**Ans:**

If you were unemployed for a period of time, be direct and to the point about what you've been up to (and hopefully, that's a litany of impressive volunteer and other mind-enriching activities, like blogging or taking classes). Then, steer the conversation toward how you will do the job and contribute to the organization: "I decided to take a break at the time, but today I'm ready to contribute to this organization in the following ways."

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**Question - 11:**

If hired, how do you intend on making a difference with our company?

**Ans:**

Dedicate myself to learn everything about the new company that I can, look for ways and ideas that could improve, processes, safety, removing obstacles from the associates, I want to advance within the company.

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**Question - 12:**

What do you already know about our company?

**Ans:**

Good reputation of a large home grown company that has various departments and product.

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**Question - 13:**

Why are you interested in this type of job As Timekeeping Clerk?

**Ans:**

You're looking for someone who enjoys working with the elderly, or a caring, sociable, and nurturing person.

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**Question - 14:**

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.

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**Question - 15:**

Do you like to start personal relationships with other employees?



**Ans:**

Well, the right answer is yes and no. Good personal relations can improve the overall performance of a team. But on the other hand, you should not let your emotions to affect your decisions in work.

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**Question - 16:**

What is your biggest achievement?

**Ans:**

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

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**Question - 17:**

What is your greatest weakness As Timekeeping Clerk? What are you doing to improve it?

**Ans:**

I believe my biggest weakness As Timekeeping Clerk is wanting to help anyone I can help. What I mean is I am willing to take on task that are not my job. I want to learn all I can. However, that has helped me get promoted or even asked to help in times of need in other department. I have been know as the "go to person" when help is needed.

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**Question - 18:**

Where do you see yourself professionally five years from now As Timekeeping Clerk?

**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 are you leaving your current job?

**Ans:**

This is a toughie, but one you can be sure you'll be asked. Definitely keep things positive-you have nothing to gain by being negative about your past employers. Instead, frame things in a way that shows that you're eager to take on new opportunities and that the role you're interviewing for is a better fit for you than your current or last position. For example, "I'd really love to be part of product development from beginning to end, and I know I'd have that opportunity here." And if you were let go? Keep it simple: "Unfortunately, I was let go," is a totally OK answer.

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**Question - 20:**

Give an example of a time you successfully worked As Timekeeping Clerk on a team?

**Ans:**

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

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**Question - 21:**

Did the salary we offer attract you to this job?

**Ans:**

The interviewer could be asking you this question for a number of reasons. Obviously, the salary is an important factor to your interest in this job, but it should not be the overriding reason for your interest. A good answer to this question is, "The salary was very attractive, but the job itself is what was most attractive to me."

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**Question - 22:**

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.

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**Question - 23:**

Do you think you are overqualified for this position As Timekeeping Clerk?

**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 - 24:**

Why do you want to leave your current company As Timekeeping 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 - 25:**

Top 17 Behavioral Interview Questions As Timekeeping Clerk:

#### **Ans:**

Behavioral interviews As Timekeeping Clerk were popularized by industrial psychologists in the 1970s, and have been used at big companies like AT&T. The idea behind them is that past responses to situations are the best predictor of how candidates will respond in the future.

1. Tell me about a time you faced a conflict while working as part of a team.
2. Talk about a goal you set for yourself. What did you do to make sure you met the goal?
3. Give an example of a time when you had to work with someone with a very different personality from yours.
4. Talk about an instance where you wish you'd handled a situation differently with a team member.
5. What's the most difficult problem you have had to solve As Timekeeping Clerk?
6. Give an example of how you handled a situation where you needed information from a colleague who wasn't responsive.
7. Talk about a time when you had problems building a relationship with a key team member. What did you do?
8. Tell me about an instance when it was important to make a great impression on a client. What did you do?
9. Tell me about a situation where you had to work with a difficult client.
10. Tell me about a situation where you disappointed a client, and how you tried to fix it.
11. Talk about a time when you had to strategize to meet all your obligations.
12. Talk about a time when you failed at something. How did you react?
13. Talk about a time you took on a leadership role.
14. Tell me about a long-term project you oversaw. How did you keep it focused and on schedule?
15. Talk about a time when you were under a lot of stress. What caused it, and how did you manage?
16. Do you prefer to work alone or with others As Timekeeping Clerk?
17. Tell me about a time when you were overwhelmed by the amount of work on your agenda. How did you handle it?

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### **Question - 26:**

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.

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### **Question - 27:**

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 - 28:**

What are your lifelong dreams?

#### **Ans:**

If your dreams don't relate to the job closely, make sure you highlight aspects of the job that will help develop the skills that will help you with your dreams. Ideally, you want your dreams to relate strongly to the career path you're interviewing for though.

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### **Question - 29:**

What did you major in and why?

#### **Ans:**

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

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### **Question - 30:**

What type of mentors do you seek out and why?

#### **Ans:**

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

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**Question - 31:**

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 - 32:**

What do you feel you deserve to be paid?

**Ans:**

Do your research before answering this question - first, consider what the market average is for this job. You can find that by searching on Google (title followed by salary) and globalguideline.com and other websites. Then, consider this - based on your work experience and previous results, are you above average, if yes, by what % increase from your pay today from your perspective? Also - make sure if you aim high you can back it up with facts and your previous results so that you can make a strong case.

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**Question - 33:**

How do you feel about giving back to the community?

**Ans:**

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

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**Question - 34:**

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 - 35:**

How do you inspire others to be better?

**Ans:**

First, the key to inspiring others is 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.

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**Question - 36:**

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 - 37:**

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

**Ans:**

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

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**Question - 38:**

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.

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**Question - 39:**

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 - 40:**

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 - 41:**

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 - 42:**

What do you expect to be earning in 5 years As Timekeeping 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 - 43:**

Give me an example of how you handled pressure at work As Timekeeping 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 - 44:**

What were the responsibilities of your last position As Timekeeping Clerk?

**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 - 45:**

What do you look for in terms of culture -- structured or entrepreneurial?

**Ans:**

A good answer is to discuss the importance of having both elements in a company As Timekeeping Clerk. Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

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**Question - 46:**

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

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**Question - 47:**

What do you think of your previous boss?

**Ans:**

Do not belittle or talk badly of your last boss - it will come off as being petty. Instead, talk about the positive lessons you were able to learn from your last boss.

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**Question - 48:**

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 - 49:**

What are you most proud of?

**Ans:**

You should be proud of all your achievements As Timekeeping 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 - 50:**

What do you like to do?

**Ans:**

Discuss your passions As Timekeeping 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)

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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:**

What would you do if you won the lottery?

**Ans:**

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

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**Question - 53:**

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 - 54:**

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

**Ans:**

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

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**Question - 55:**

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 - 56:**

What have you done to prepare yourself to be a supervisor?

**Ans:**

1. Learn from current supervisors (best practices)
2. Mentor others
3. Be exceptionally good at your current job so that it builds your credibility
4. Have a high emotional IQ

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**Question - 57:**

How do you decide what to delegate and to whom?

**Ans:**

Identify the strengths of your team members and their availability based on the priorities they have on their plate. From there, invest the tasks upon each member based on where you think you'll get the best return.



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**Question - 58:**

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 - 59:**

What specific steps do you utilize in solving workplace problems?

**Ans:**

Analyze the problem As Timekeeping Clerk. Discuss possible remedies and resulting outcomes. Decide on the remedy and track results. Re-visit problem if it's not resolved.

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**Question - 60:**

How do you define arrogance? Are you arrogant?

**Ans:**

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

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