

# Exploration Administrator Job Interview Questions And Answers



**Interview Questions Answers**

<https://interviewquestionsanswers.org/>

## About Interview Questions Answers

**Interview Questions Answers . ORG** is an interview preparation guide of thousands of Job Interview Questions And Answers, Job Interviews are always stressful even for job seekers who have gone on countless interviews. The best way to reduce the stress is to be prepared for your job interview. Take the time to review the standard interview questions you will most likely be asked. These interview questions and answers on Exploration Administrator will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts.

If you find any **question or answer** is incorrect or incomplete then you can **submit your question or answer** directly with out any registration or login at our website. You just need to visit [Exploration Administrator Interview Questions And Answers](#) to add your answer click on the *Submit Your Answer* links on the website; with each question to post your answer, if you want to ask any question then you will have a link *Submit Your Question*; that's will add your question in Exploration Administrator category. To ensure quality, each submission is checked by our team, before it becomes live. This [Exploration Administrator Interview preparation PDF](#) was generated at **Wednesday 29th November, 2023**

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.  
[www.facebook.com/InterviewQuestionsAnswers.Org](http://www.facebook.com/InterviewQuestionsAnswers.Org)

Follow us on Twitter for latest Jobs and interview preparation guides.  
<https://twitter.com/InterviewQA>

If you need any further assistance or have queries regarding this document or its material or any of other inquiry, please do not hesitate to contact us.

Best Of Luck.

**Interview Questions Answers.ORG Team**  
<https://InterviewQuestionsAnswers.ORG/>  
[Support@InterviewQuestionsAnswers.ORG](mailto:Support@InterviewQuestionsAnswers.ORG)



# Exploration Administrator Interview Questions And Answers Guide.

## Question - 1:

How well do you know our company?

### Ans:

Well, a developed company that is gradually building their reputation in the competitive world.

[View All Answers](#)

## Question - 2:

How would your boss and co-workers describe you?

### Ans:

First of all, be honest (remember, if you get this job, the hiring manager will be calling your former bosses and co-workers!). Then, try to pull out strengths and traits you haven't discussed in other aspects of the interview As Exploration Administrator, such as your strong work ethic or your willingness to pitch in on other projects when needed.

[View All Answers](#)

## Question - 3:

What are your strengths As Exploration Administrator?

### Ans:

This is one of the most common questions you will be asked. Give an answer relevant to the skills and qualities relevant to the position you are applying to. The interviewer is trying to find if your strengths match the job. For example, if you are applying for a job As Exploration Administrator where accuracy is an important issue, one of your strengths could be that you have an eye for detail. It may be useful to find different words to describe similar attributes and qualities in order to avoid repetition.

[View All Answers](#)

## Question - 4:

What have you done to improve your knowledge As Exploration Administrator in the last year?

### Ans:

Try to include improvement activities that relate to the job As Exploration Administrator. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

[View All Answers](#)

## Question - 5:

What is your biggest weakness As Exploration Administrator?

### 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 Exploration Administrator 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 - 6:

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.

[View All Answers](#)

**Question - 7:**

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 Exploration Administrator.

[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!)

[View All Answers](#)

**Question - 9:**

How would you be an asset to us As Exploration Administrator?

**Ans:**

Think again about the job specification and the skills needed for this role As Exploration Administrator. 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:**

How would your former employer describe you?

**Ans:**

In all likelihood, the interviewer will actually speak with your former employer so honesty is key. Answer as confidently and positively as possible and list all of the positive things your past employer would recognize about you. Do not make the mistake of simply saying you are responsible, organized, and dependable. Instead, include traits that are directly related to your work as a medical assistant, such as the ability to handle stressful situations and difficult patients, the way you kept meticulous records, and more.

[View All Answers](#)

**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.

[View All Answers](#)

**Question - 12:**

What does success mean to you?

**Ans:**

I am punctual, I always have excellent attendance on any job As Exploration Administrator, I have a keen eye for both large and small details, and I am always finding ways to improve a process and shorten the length of time it takes to complete a project.

[View All Answers](#)

**Question - 13:**

Why should I hire you As Exploration Administrator?

**Ans:**

To close the deal on a job offer, you MUST be prepared with a concise summary of the top reasons to choose you. Even if your interviewer doesn't ask one of these question in so many words, you should have an answer prepared and be looking for ways to communicate your top reasons throughout the interview process.

[View All Answers](#)

**Question - 14:**

Describe a typical work week for this position As Exploration Administrator?

**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 Exploration Administrator 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.

[View All Answers](#)

**Question - 15:**

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.

[View All Answers](#)

**Question - 16:**

Explain me about your experience working in this field As Exploration Administrator?

**Ans:**

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

[View All Answers](#)

**Question - 17:**

How do you handle stressful situations?

**Ans:**

By remaining calm, weighing out all my options and executing a plan to get the situation resolve .

[View All Answers](#)

**Question - 18:**

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.

[View All Answers](#)

**Question - 19:**

How much do you expect to get paid As Exploration Administrator?

**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 - 20:**

How would you rate your communication and interpersonal skills for this job As Exploration Administrator?

**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 - 21:**

What are your salary expectations As Exploration Administrator?

**Ans:**

This question is like a loaded gun, tricky and dangerous if you're not sure what you are doing. It's not uncommon for people to end up talking salary before really selling their skills, but knowledge is power as this is a negotiation after all. Again, this is an area where doing your research will be helpful as you will have an understanding of average salary.

One approach is asking the interviewer about the salary range, but to avoid the question entirely, you can respond that money isn't a key factor and you're goal is to advance in your career. However, if you have a minimum figure in mind and you believe you're able to get it, you may find it worth trying.

[View All Answers](#)

**Question - 22:**

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 - 23:**

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.

[View All Answers](#)

**Question - 24:**



What's a time you exercised leadership?

**Ans:**

Depending on what's more important for 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 - 25:**

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.

[View All Answers](#)

**Question - 26:**

Why should we hire you as this position As Exploration Administrator?

**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.

[View All Answers](#)

**Question - 27:**

How do you evaluate your ability to handle conflict?

**Ans:**

I pride myself on being a good problem solver. Through my previous job and management positions I have faced numerous conflicts in different situations, and my experiences have helped me to hone my issue resolution skills. I believe that it is important to get to and address the root of the issue, in a respectable manner.

[View All Answers](#)

**Question - 28:**

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.

[View All Answers](#)

**Question - 29:**

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.

[View All Answers](#)

**Question - 30:**

What have you done to improve your skills over the past year As Exploration Administrator?

**Ans:**

You'll want to be prepared 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 that shows self improvement.

[View All Answers](#)

**Question - 31:**

Do you know anyone that works with our company?

**Ans:**

Sometimes companies have policies relating to the hiring of individuals related to current company employees. If you are related to anyone working for the company make sure you're aware of company policies before you enter the interview. If you have a friend or acquaintance working for the company make sure have good relationship with this individual before mentioning them.

[View All Answers](#)

**Question - 32:**

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.

[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:**

What type of people do you not work well with?

**Ans:**

Be very careful answering this question as most organization employ professionals with an array of personalities and characteristics. You don't want to give the impression that you're going to have problems working with anyone currently employed at the organization. If you through out anything trivial you're going to look like a whiner. Only disloyalty to the organization or lawbreaking should be on your list of personal characteristics of people you can't work with.

[View All Answers](#)

**Question - 35:**

What have you learned from mistakes on the job?

**Ans:**

Candidates without specific examples often do not seem credible. However, the example shared should be fairly inconsequential, unintentional, and a learned lesson should be gleaned from it. Moving ahead without group assistance while assigned to a group project meant to be collaborative is a good example.

[View All Answers](#)

**Question - 36:**

What has been your biggest professional disappointment?

**Ans:**

When discussing a professional disappointment, make sure to discuss a scenario you could not control. Be positive about the experience and accept personal responsibility where applicable.

[View All Answers](#)

**Question - 37:**

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.

[View All Answers](#)

**Question - 38:**

Your client is upset with you for a mistake you made, how do you react?

**Ans:**

Acknowledge their pain - empathize with them. Then apologize and offer a solution to fix the mistake.

[View All Answers](#)

**Question - 39:**

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.

[View All Answers](#)

**Question - 40:**

You notice there are too many non productive internal meetings being held, what do you do?

**Ans:**



Reach out to your boss and let him know that first you value his leadership and organization but that you are being overwhelmed with the amount of non productive internal meetings.

[View All Answers](#)

**Question - 41:**

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.

[View All Answers](#)

**Question - 42:**

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 - 43:**

What do you aspire to be?

**Ans:**

Discuss your aspirations for the near, immediate and long term. You want to show them you are thinking of making an impact now as well as the future.

[View All Answers](#)

**Question - 44:**

What motivates you to work As Exploration Administrator?

**Ans:**

Describe what makes you passionate about the work. It could be the company's vision, the product, your desire to succeed, the clients, your peers and so on. They key is to first understand what internally motivates you to do your job and then to emphasize that in a positive way

[View All Answers](#)

**Question - 45:**

How have you achieved your success?

**Ans:**

Discuss stories of how you've progressed over the years to achieve success. People relate best to stories.

[View All Answers](#)

**Question - 46:**

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.

[View All Answers](#)

**Question - 47:**

What are three positive characteristics you wish you had?

**Ans:**

The key here is to be honest about your wish list but then to describe how you plan on developing or growing those characteristics so that it becomes a reality. For example, I wish I had a stronger work ethic and I am reading a book right now about how to instill a better discipline around getting work done efficiently.

[View All Answers](#)

**Question - 48:**

How do you feel about this company's vision?

**Ans:**

First find out where the company envisions itself in 3-5 years. If you can't find the vision of the company, that's probably a big question mark on the company itself. Once you do, identify how those company's visions align to your personal values and goals and then articulate how tightly correlated that is to the interviewer. For example - this company wants to be the #1 provider of green technology in the world and I feel strongly about that vision because we've got a chance to collectively impact the world to become a greener society and save our clients at the same time!

[View All Answers](#)

**Question - 49:**

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 - 50:**

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 - 51:**

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 - 52:**

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.

[View All Answers](#)

**Question - 53:**

Why are you the best fit for this job As Exploration Administrator?

**Ans:**

Analyze the job responsibilities and match those to your skills sets. Then discuss how your experience and skills sets can truly create the best impact to the company in that specific job role. Impact could mean marketing impressions, sales, cutting costs, making products more efficiently, creating better customer service, engineering new designs that create customer excitement, etc.

[View All Answers](#)

**Question - 54:**

What are your presentation skills like As Exploration Administrator?

**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 - 55:**

How open are you to relocation?

**Ans:**

If you're not, then say you're not. Don't lie about it just to get the job. There's no point if you won't move for the job anyway and lying is unethical. If you are open to relocation As Exploration Administrator, let them know which areas you'd be willing to relocate to.

[View All Answers](#)

**Question - 56:**

What do you expect to be earning in 5 years As Exploration Administrator?

**Ans:**

Discuss how you expect yourself to be excellent at your job. Thus, it would be reasonable to expect pay that is based on the merit of your work.

[View All Answers](#)

**Question - 57:**

What would you do if our competitor offered you a position As Exploration Administrator?

**Ans:**

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

[View All Answers](#)

**Question - 58:**



How do you feel about taking on repetitive tasks As Exploration Administrator?

**Ans:**

This answer depends on whether or not the job has a lot of repetitive tasks with no variation. If it does, then you would need to be okay with the idea of doing the same task over and over again. If you feel you can offer more than repetitive work, then describe how you would be able to do so.

[View All Answers](#)

**Question - 59:**

Give me an example of how you handled pressure at work As Exploration Administrator?

**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.

[View All Answers](#)

**Question - 60:**

What were the responsibilities of your last position As Exploration Administrator?

**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.

[View All Answers](#)

**Question - 61:**

What techniques and tools do you use to keep yourself organized As Exploration Administrator?

**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)

[View All Answers](#)

**Question - 62:**

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.

[View All Answers](#)

**Question - 63:**

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.

[View All Answers](#)

**Question - 64:**

What is your greatest achievement outside of work As Exploration Administrator?

**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.

[View All Answers](#)

**Question - 65:**

Do you think a leader should be feared or liked?

**Ans:**

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

[View All Answers](#)

**Question - 66:**

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.

[View All Answers](#)

**Question - 67:**



What kind of car do you drive?

**Ans:**

The only time this might matter is if the job requires a certain type of car because of the responsibilities. For example, if you need to load a lot of construction materials into your car, you'll probably need a truck.

[View All Answers](#)

**Question - 68:**

What do you like to do for fun?

**Ans:**

Be open to sharing hobbies and activities that you enjoy. Make sure you're genuine about it and don't list off things you don't really like because if they ask you a follow up question it'll be harder for you to answer.

[View All Answers](#)

**Question - 69:**

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 Exploration Administrator. Work hard to get to know your teammates, how they work together, and how you can make the biggest impact.

[View All Answers](#)

**Question - 70:**

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 - 71:**

Does your boss know you're here today?

**Ans:**

Usually, you probably haven't told your boss for obvious reasons. So it's ok to say that they do not. You don't want to upset the balance at your current job after all and nothing is guaranteed in an interview. The interviewer should understand this stance.

[View All Answers](#)

**Question - 72:**

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.

[View All Answers](#)

**Question - 73:**

If you could do it all over again, how would you plan your academic studies differently?

**Ans:**

Whatever you do, just don't act bitter. A lot of times we wish we could change the past, but focus on the positive reasons and results of the decisions you already made.

[View All Answers](#)

**Question - 74:**

How much time do you need to join the organization As Exploration Administrator?

**Ans:**

You should be able to join it right away, barring plans you've already made (family travel, vacation, other obligations). The key is to simply be open in communication of what's already committed on your schedule. Most companies are accommodating. If they are not, weight the importance of joining that company vs. your plans.

[View All Answers](#)

**Question - 75:**

What are some of the things that you and your supervisor disagree upon and how do you resolve them? What do you do when you are pressed for a decision?

**Ans:**

The key is that you openly communicate your thoughts to your supervisor to explain your position and try to come to a mutual decision together. Also be sure to listen to his/her thoughts so that you can potentially compromise. When you're pressed for a decision, make sure you've put thought into the reasons as to how you arrived at it and then decisively make it.



[View All Answers](#)

**Question - 76:**

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.

[View All Answers](#)

**Question - 77:**

How do you keep others informed on work issues?

**Ans:**  
Possible methods:  
Talking to them, emailing them, sharing best practices in meetings

[View All Answers](#)

**Question - 78:**

How do you ensure all of your work gets accomplished in a productive manner?

**Ans:**  
The key is to prioritize what's important in your work and to stay organized to accomplish the tasks. A strong work ethic also helps.

[View All Answers](#)

**Question - 79:**

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.

[View All Answers](#)

## **Administration Most Popular & Related Interview Guides**

- 1 : [Branch Manager Interview Questions and Answers.](#)
- 2 : [Business Administration \(MBA\) Interview Questions and Answers.](#)
- 3 : [Executive Secretary Interview Questions and Answers.](#)
- 4 : [COO Interview Questions and Answers.](#)
- 5 : [Office Administrator Interview Questions and Answers.](#)
- 6 : [Program Manager Interview Questions and Answers.](#)
- 7 : [File Clerk Interview Questions and Answers.](#)
- 8 : [Manager Administration Interview Questions and Answers.](#)
- 9 : [Program Coordinator Interview Questions and Answers.](#)
- 10 : [Office Coordinator Interview Questions and Answers.](#)

**Follow us on FaceBook**

[www.facebook.com/InterviewQuestionsAnswers.Org](http://www.facebook.com/InterviewQuestionsAnswers.Org)

**Follow us on Twitter**

<https://twitter.com/InterviewQA>

**For any inquiry please do not hesitate to contact us.**

**Interview Questions Answers.ORG Team**

[https://InterviewQuestionsAnswers.ORG/  
support@InterviewQuestionsAnswers.ORG](https://InterviewQuestionsAnswers.ORG/support@InterviewQuestionsAnswers.ORG)