

I'm not robot!

Adaptability

- You've probably had this experience: You worked hard on something, only to be told to change priorities and do it some other way. How did you handle that?
- Which supervisors have you found easiest to work with? Most difficult? Why?
- What kinds of problems have you had in switching from one job to another?
- How do you handle breaks in routine, interruptions, and last-minute changes?

Analysis

- Describe a project or idea you originated in the last year. How did you know it was a good idea?
- What do you do to keep informed about possible work-related problems?
- Have you ever recognized a problem or opportunity before anyone else? What happened?

Attention To Detail

- Have you ever had an experience in which you were glad you had paid attention to some particular detail? Please describe it.
- Have you ever found an error in your own work? How did it happen? What did you do about it?

Communication Skills

- Have you ever had to get a point across to different types of people? What approach did you take?
- Give me an example of how you would explain a complicated procedure to someone who was new to the situation.
- Have you ever given instructions to someone, and then learned he/she did it wrong? Why do you think that happened?
- Describe a decision you made based largely on data you obtained by asking questions.
- How do people react when you ask questions? How well do they seem to understand what you want to know?
- Can you give me an example of a time you had to pitch a proposal to a group of your superiors or co-workers? How did you do? Why do you think things went that way?
- Have you ever done any public speaking? How did you handle the assignment? How did it work out?

Control

- Describe the procedures you have used to keep track of things that require your attention.
- Describe a typical staff meeting in your department.
- What do you do to keep track of your subordinates' progress on delegated assignments?
- What procedures do you use to evaluate your subordinates' performances?
- What do you do when you find that a subordinate is not meeting your standards?

Decision-Making

- What was the toughest decision you had to make in the last year? What made it so difficult?
- Describe a work-related problem you had to face recently. What procedures did you use to deal with it?

Interview QA

<http://www.interview-qa.com>

Receptionist Interview Questions and Answers



Some people think that receptionist interview questions and answers are easy. It's a beginner's position, right? In fact, receptionists can face great competition. They have to show that they have great personal skills, and can handle being the first person most people talk to in a company. To help prepare you for the interview, here are some receptionist [job interview questions and answers](#).

Q: What made you decide to become a receptionist?

A: I've always wanted to be a receptionist. I like talking to new people, and being a receptionist allows me to do that.

The interviewer wants to see that you have a passion for the job.

Q: How would you describe your technical skills? What programs are you familiar with.

A: I'm familiar with the standard programs from the Microsoft Office suite: Word, Excel, and PowerPoint. I'm always willing to learn another program.

Since you're very likely going to be working with computers, the interviewer needs to make sure you're comfortable with computer programs.

Question 2: What is an output of the risk monitoring and control process?

- a) Control Charts
- b) New Risk Register Template
- c) Risk Owners List
- d) Company Risk Probability and Impact Definitions

Question 3: What is the best way of communicating information?

- a) Push
- b) Pull

c) Interactive d) Confidential **Question 4:** You are the risk manager of a major BPR project in your municipality (BPR = Business Process Re-engineering). Before starting on risk response planning, you receive a phone call from one of the major stakeholders asking if he can look at the initial risk responses. Where can you find this information?

