

Continue



Scenario #1

You've done your research, and you noticed that Company A emphasises on its customer satisfaction.

Sample Answer:

I have been working for the **past 5 years** as an **HR manager**. During that time I've been **managing all aspects of human resources, from recruiting, down to training and employee benefits**. I grew up in **Petaling Jaya**, and I've always been a **good communicator** since I was young. I would describe myself as a **multi-tasker**, with a lot of **dedication, passion**, and a **willingness to go the extra mile** to satisfy a customer.

I have spent my last **5 years** honing my skills in **D-English Link Company**, where I've **won several performance awards** and got **promoted twice**. I enjoy my managing job, and I put my heart and soul into making sure that the employees and **the customers are all happy**. Now I'm looking to take my career to the next level and work for a company that allows me to focus on my strengths and facilitate my professional growth.

* Insert your answers in place of the highlighted parts

* The underlined phrases are the qualities that a company seeks.

Prepared by D-English Link (DEL) in Puchong, Malaysia

<http://d-englishlink.com/>

3. What challenges are you looking for in this academic registrar position?



A typical interview question to determine what you are looking for your next job, and whether you would be a good fit for the position being hired for, is "What challenges are you looking for in a position?"

The best way to answer questions about the challenges you are seeking is to discuss how you would like to be able to effectively utilize your skills and experience if you were hired for the job. You can also mention that you are motivated by challenges, have the ability to effectively meet challenges, and have the flexibility and skills necessary to handle a challenging job. You can continue by describing specific examples of challenges you have met and goals you have achieved in the past.

uk sales advisor
Interview questions and answers



Q2 "WHAT ARE YOUR STRENGTHS/WEAKNESSES?"

Strengths

- Select strengths that are compatible with your company
- Match your qualifications to the requirements of the job announcement

Scenario #1
 You're applying to be a **journalist** at a magazine company.

Sample Answer:
 I have strong writing skills. Having worked as a copywriter for 3 years, I am extremely detail-oriented. Other than that, I've also worked as a freelance content writer for 5 years, and have successfully published a lot of articles in a variety of publications, so I know how to shape my writing style to fit the audience. In addition, I have knowledge and experience in writing press releases with ease and accuracy.

Scenario #2
 You're applying to be a **salesman** at a watch company.

Sample Answer:
 I am a highly skilled salesman with over nine years of experience. I have always exceeded my sales goals since I started. To me, customer satisfaction is the key, and I pride myself on my ability to communicate effectively with my customers and gain their trust. I have learned to effectively resolve conflicts and understand customers, which would be beneficial in the future.

Prepared by D-English Link (DEL) in Puchong, Malaysia

How to prepare for academic interview. How to introduce yourself to your academic advisor. Interview questions and answers for academic advisor position. The role of academic advisor.

[illegible]

start by asking if anyone has any questions or concerns before we begin our meeting. This way, I know no one is waiting for their turn to speak. Then, I try to give every student equal time to talk about their situation. If someone speaks for too long, I will gently interrupt them and ask if anyone else would like to add anything.”We want to increase our graduation rates. What would you do to help students stay on track for graduation?Academic advisors are responsible for helping students stay on track to graduate. They help students choose classes that count toward their degree and ensure they’re taking the right courses at the right times. This question helps employers understand how you plan to help their institution achieve its goals. In your answer, explain what steps you would take to make sure students don’t fall behind in their studies Example: “I would first meet with each student to discuss their academic history, I’d want to know which classes they’ve taken before so I can see if there’s a pattern of them struggling in certain subjects or topics. Then, I’d create a schedule for them based on their major requirements and any other credits they need to graduate. I’d also encourage them to reach out to me if they have questions about their schedule or assignments.”Describe your process for keeping track of students’ academic progress.Academic advisors need to be organized and have excellent time-management skills. They also need to know how to keep track of students’ academic progress, including their attendance records, grades and any other information that may affect their ability to succeed in school. When answering this question, make sure you describe your process for keeping track of student data clearly and concisely.Example: “I use a database program to keep track of all the important information about my advisees. I enter each student’s name, ID number, major, class schedule and contact information into the system at the beginning of every semester. Then, throughout the semester, I update the system with each student’s current grade, whether they attended their last class and if they are on track to graduate by the end of the semester. This helps me stay organized and ensure that I am providing quality advice to my students.”What makes you stand out from other candidates for this role?Employers ask this question to learn more about your qualifications and how you can contribute to their team. Before your interview, make a list of all the skills and experiences that make you an ideal candidate for this role. Focus on highlighting your soft skills, such as communication and organization, along with any relevant work experience.Example: “I have several years of experience working in academic advising roles, so I know what it takes to be successful in this position. In my previous role, I helped students develop plans to reach their goals by creating individualized learning plans. This process included assessing each student’s strengths and weaknesses and developing strategies to help them overcome challenges. I am passionate about helping others succeed, which makes me the right person for this job.”Which academic advising software programs are you most comfortable using?Academic advising software programs can help advisors keep track of students’ academic progress and ensure they’re on the right path to graduation. An interviewer may ask this question to learn more about your experience using technology in an office setting. If you have previous experience with academic advising software, share which program you used and how it helped you perform your job duties. If you haven’t worked with a specific program before, consider researching some popular options online and mentioning them during your interview.Example: “I’ve worked with Degree Tracker for the past three years at my current position. I find that the program is very helpful when keeping track of student schedules, grades and other important information. It also allows me to communicate with students through email alerts and reminders, so I don’t forget any important deadlines or events.”What do you think is the most important thing that academic advisors can do for students?This question is an opportunity to show your interpersonal skills and how you can help students succeed. Academic advisors are often the first point of contact for many students, so it’s important that they’re able to answer questions about course registration and other academic concerns. In your answer, try to emphasize your communication skills and ability to solve problems.Example: “I think one of the most important things that academic advisors can do for students is listen to their needs and concerns. I always make sure to take time with each student to understand what challenges they’re facing and how I can best support them. Another thing I think is important is helping students find resources on campus that can help them achieve their goals.”How often do you meet with students?Academic advisors often meet with students to discuss their academic goals and progress. The interviewer wants to know how you schedule your time to ensure that you can provide quality service to all of your students. In your answer, explain the steps you take to manage your time effectively so you can give each student the attention they need.Example: “I usually meet with students once a month to review their academic progress. I find this is an effective way to stay on top of my students’ needs while also allowing them enough time to complete assignments and study for exams. If a student has any questions or concerns between meetings, I encourage them to contact me via email or phone so we can address it as soon as possible.”There is a misprint on a course syllabus. What is your process for informing the instructor and students?Academic advisors are responsible for ensuring that students have the correct information about their courses. An interviewer may ask this question to understand how you would handle a situation like this if it occurred in your current role. In your answer, describe what steps you would take to ensure that the instructor and students receive the correct syllabus as soon as possible.Example: “I would first contact the instructor to let them know there is an error on the syllabus. I would then send out an email to all of the students who registered for the course informing them of the misprint. I would also inform them of when they can expect to receive the corrected syllabus.”

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