The New Rules of WorkThe Muse Playbook for Navigating the Modern WorkplaceBroadway Business From the Vault Career Library covering the basics of financial statements, fit portion of interviews and equity and debt valuation techniques in a step-by-step process. Giving compelling answers to interview questions can make the difference between winning a job and unemployment. 'The Pocket Idiot's Guide to Interview Questions and Answers will arm you with answers to the 150 toughest interview questionsw. Whether you read the book cover-to-cover to prepare for an initial interview or uses it as a last-minute reference on the way to a final interview, you will be prepared to offer clear, concise and thoughful answers. You'll also learn what questions to ask your interviewer to help you figure out if the job is right for you. Pocket size gives you easy-toaccess information to prepare for an interview. Helps you understand what information interviewers are really trying to uncover with their questions.

From the author of the Vault Guide to the Top 50 Banking Employers, now in its 9th edition, this Guide profiles 55 employers, including American Express, AIG, Capital One, Fidelity, FleetBoston, GE Capital, Prudential, Vanguard Group, and Visa. The inside scoop on what it's like to work and what it takes to get hired there. Based on interviews and surveys of actual employees.

Designed specifically for doctoral-level psychology graduate students, this volume will act as a personal mentor with stepby-step instructions to land an internship placement. This resource is just one of several services provided for students by the American Psychological Association of Graduate

Students.

Now in the 6th edition, the book gives you the interview preparation you need to get the top software developer jobs. This is a deeply technical book and focuses on the software engineering skills to ace your interview. The book includes 189 programming interview questions and answers, as well as other advice.

"As valuable for the executive going into her umpteenth interview as for the college grad seeking his first real job." -Richard Zackson, Business Coach, Professional Coaching Network In today's job market, how you perform in an interview can make or break your hiring possibilities. If you want to stand a head above the rest of the pack, 301 Smart Answers to Tough Interview Questions is the definitive guide you need to the real, and sometimes quirky, questions employers are using to weed out candidates. Do you know the best answers to: --It looks like you were fired twice. How did that make you feel? -- Do you know who painted this work of art? --What is the best-managed company in America? --If you could be any product in the world, what would you choose? --How many cigars are smoked in a year? --Are you a better visionary or implementer? Why? Leaning on her own years of experience and the experiences of more than 5,000 recent candidates, Vicky Oliver shows you how to finesse your way onto a company's payroll. "Everything I always wanted to know about job interviews but was afraid to be asked." -Claude Chene, Senior Vice President, Head of Business Development, U.K. and Europe, Sanford Bernstein & Co.

If you are a doctoral or non-doctoral student about to begin your internship in school psychology, you may have several questions about the process and what it will involve, and you may even be facing some anxiety about it. If you are a site or university supervisor preparing for the beginning of the

internship year, you may be looking for ways to improve the internship experience for your students or for yourself and your fellow supervisors. Newman has used his many years of experience working with interns and field supervisors to create this guide to the school psychology internship process to address these common concerns. He provides a comprehensive overview of the school psychology internship process from start to finish, describing actions that can be taken to promote a high quality, dynamic internship experience. Emphasis is placed on the idea that the internship year is a dynamic and formative experience, not a static event, and that interns and supervisors both must be active planners, coordinators, and shapers of the experience. Each part of the book explores a different phase of the internship, from the first days through job applications and interviews. Helpful and pragmatic tools are included throughout, such as evaluation tools, best practice guidelines, and sample forms. Online resources are also available to complement the book and include reproducible material from the book, videos students can use to practice their interviewing skills, and links to helpful resources. The Wall Street Journal calls Case in Point the MBA Bible! Cosentino demystifies the consulting case interview. He takes you inside a typical interview by exploring the various types of case questions and he shares with you the acclaimed lvy Case System which will give you the confidence to answer even the most sophisticated cases. Peeling Data Structures and Algorithms for (Java, Second Edition): * Programming puzzles for interviews * Campus Preparation * Degree/Masters Course Preparation * Instructor's * GATE Preparation * Big job hunters: Microsoft, Google, Amazon, Yahoo, Flip Kart, Adobe, IBM Labs, Citrix, Mentor Graphics, NetApp, Oracle, Webaroo, De-Shaw, Success Factors, Face book, McAfee and many more *

Reference Manual for working people

A Career Coach's Expert Guide on How to Answer the Top 20 Interview Questions Your resume got you in the door or someone referred you to the perfect job. That is great! But, all of a sudden that sinking feeling begins to set in because the interview date is fast approaching. You wonder what questions are going to be asked, how to best represent yourself, how to prepare, how to reduce your anxiety, how to follow-up. How do you get job interview ready? Katie Weiser's Answers to the Top 20 Interview Questions will help you to: Understand the interview process (interview formats, methods, questions, research). Know what you offer (strengths, brand, what you bring to the role). Capture your success stories using the STAR method. Know in advance what the Top 20 questions are so you aren't struggling for answers. Gain insight into why the questions are asked. Read examples of actual client answers that got them the job. Create your own answers on the free downloadable fill-in-the blank COMPANION GUIDE ANSWER TEMPLATES for each of the Top 20 questions. Reduce stress and become more confident in your interview. The time you devote to reading this book and crafting your own answers will provide you with a winning approach to make you a top candidate. Getting Hired Is An Important Life Skill That Will Either Make Or Break You In Your Entire Careers! New to the job market? Read this short and condensed eBook to learn: -How to Hack the Recruiters' Mind: Once you understand how the hiring process works, you will know how to take advantage of it with my job winning strategies. - How to Tackle 5 Types of Common Interview Questions Using the Career Storybank Method: Even with no prior work experience, you can tackle the 5 major types of behaviour-based interview questions using this systematic and attention-grabbing method. -Sample Answers to the Top 25 Job Interview Questions: You $\frac{25}{Page}$ 4/20

will get the full script of sample answers as well as structured templates to the most commonly-asked questions for graduates and entry-level positions, like "Tell me about yourself.", "Tell me about your biggest challenge." and "Why should I hire you?" etc. With the templates, you can just fill in the blanks and adapt your answers accordingly. - How To Overcome Anxiety on the Interview Day and Confidence Tips: You will learn 3 simple yet effective strategies to calm your nerves on that important day so you can perform at your best! - What to Ask the Employers? 3 Key Strategies to Impress Them Further The "Do you have any questions?" part during a job interview is the most ignored yet effective session for you to stand out from the crowd of applicants. You will be surprised by how far can high-quality questions take you. -How to Handle "Crisis" During Job Interviews Sometimes unexpected things happen. Like your mind suddenly goes blank, the interviewer gives you a difficult situation to resolve etc. You will learn tools to handle these common scenarios effectively. With the right interview skills training, you too can handle job interviews questions tactfully yet authentically! This eBook serves as a complementary training material of my 6-hour Video Course of at Udemy, where I teach Job Search Success step-by-step to graduates and young job seekers. Check out more here: http://bit.ly/jobsearchhack If you want sample questions, answers, and rationales, this book will give you a great feel for what it's like to get through a residency interview day. Written by two practitioners who have extensive experience with the interview process, you'll get the nuts and bolts of what it takes to become an exceptional candidate. In interviews, you can't be ordinary, you must be memorable. This book will help you answer questions in a way that both shows your value and helps you stand out.

If you are interviewing with a company, you are likely qualified $\frac{P_{age}}{P_{age}}$

for the job. Through the mere action of conducting the interview, the employer essentially implies this. So why is it difficult to secure the job you love? Because there are three reasons you actually get the job-none of which are your qualifications— and, unfortunately, you can only control one of them, iNTERVIEW INTERVENTION creates awareness of these undetected reasons that pose difficulty for the jobseeker and permeate to the interviewer, handicapping the employer's ability to secure the best talent. It teaches interview participants to use effective interpersonal communication techniques aimed at overcoming these obstacles. It guides job-seekers through the entire interview process to ensure they get hired. It teaches interviewers to extract the most relevant information to make sound hiring decisions. iNTERVIEW INTERVENTION will become your indispensable guide to: ? Create self-awareness to ensure you understand the job you want before—not after—the fact. ? Conduct research to surface critical employer information. ? Share compelling stories that include the six key qualities that make them believable and memorable. ? Respond successfully to the fourteen most effective interview questions. ? Sell yourself and gather intelligence through effective question asking. ? Close the interview to ensure the interviewer wants to hire you.

"An insider's guide to the perfect interview." —Daily Express What are job interviewers actually looking for in a candidate? What questions will they ask? What does each question really mean? What are the answers that will secure you the job? James Reed, chairman of one of the world's largest recruiting agencies, takes you into the minds of top interviewers and reveals the answers that will land your dream job. 101 Job Interview Questions You'll Never Fear Again provides the best strategies for dealing with everything from classic questions like "Tell me about yourself" and "What Page 6/20"

are your greatest weaknesses?" to puzzlers like "Sell me this pen" and "How many traffic lights are there in New York?" You'll learn: The "Fateful 15" questions that form the basis of nearly every question you'll be asked. The 101 most common questions and what the interviewer is really asking. . Top line tactics for formulating winning answers about your career goals, character, competency, and creativity. · How to identify the types of interviewers and adapt accordingly. · How to adopt the right mindset, dress code, and approach to stand out from the pack. "Gives you the answers they really want. Great as interview preparation." —The Sun "Takes much of the fear out of preparing for a job interview." —Sunday Post "Well-written and well-organized. Strongly recommended for anyone preparing for a job interview." —Library Journal This best-selling guide to the practicum and internship experience, written expressly for graduate counseling students by a seasoned counselor and educator, is now substantially revised. New and expanded content touches on CACREP developments, trauma-informed care, social media, mindfulness, multicultural competencies, and more. With a strong focus on counseling as a specific professional identity, the book helps graduate students and new counselors develop their own approach to counseling and supervision, maintaining beneficial working relationships, self-care, sharpening writing skills, and record-keeping. A completely new chapter focuses on trauma-informed care developed from evidence-based approaches. Concise and accessible, the book describes everything students need to know as they enter and progress through the practicum and internship process. Replete with case examples and sample forms, it encompasses information on how to select and apply for practicum/internships in all settings. It also examines ethical and legal issues, ensuring student safety at field sites, and clinical issues including teletherapy and termination. $\frac{Page}{7/20}$

Instructor and student ancillary materials are included with this new edition. New to the Third Edition: Updated to include content on 2014 ACA Code of Ethics and CACREP developments New chapter on trauma-informed care including evidence-based approaches Information on crisis intervention and de-escalation Increased content on supervision styles and models Expanded information on student safety at field sites, job searching, dealing with mandated/resistant clients, and goal setting and selfevaluation Receiving feedback from supervisors and providing feedback to peers Stages of change/client willingness to change as counseling model Discussions about social media, vicarious trauma, cyberbullying, and mindfulness Teletherapy including confidentiality issues, hacking, encryption, and legal issues Multicultural counseling competencies Expanded case studies New Instructor's Manual and PowerPoint slides Key Features: Focuses on counseling as a specific professional identity and mentors students in a supportive, user-friendly style Covers everything students need to know as they enter and progress through the practicum/internship process Includes abundant case examples A concluding chapter on preparing for the job search, résumés, cover letters, and negotiating salary When it comes to HR interview questions and answers, this is the most straight forward and to-the-point book ever written. It contains top 20 HR interview questions along with direct answers to those questions. No nonsense theory about what to and what not to do during interviews. Get straight to questions and answers, and crack the interview. I work in the IT industry, and I have personally interviewed many candidates and also appeared for many interviews during my multiple job changes, and this book is a outcome of my personal experience as an interviewer and as an interviewee. This book has been written keeping in mind both freshers and $\frac{Page}{Page}$ 8/20

experienced candidates.

While much research has been done on experiential learning opportunities in study abroad settings, there are fewer publications devoted to experiential learning in the domestic context. This volume aims to fill that gap by providing a collection of chapters highlighting research-based innovations in experiential learning in domestic settings. The book focuses on three experiential learning contexts: community engagement experiences, professional engagement experiences and other unique experiential contexts such as language camps and houses. The collection focuses on the US context but the research projects and curricular innovations described here can serve as models for educators working in other local contexts and will encourage interested practitioners to explore experiential learning opportunities in their local areas. It will also provide the reader with a better understanding of this growing field of inquiry and should appeal to graduate students and researchers who are interested in experiential language learning.

Professional career guide from the Vault Career Library - from a look at the types of accounting, including tax and audit, to the types of accounting careers, including the Big Four accounting firms, and government work.

The classic guide to working from home and why we should embrace a virtual office, from the bestselling authors of Rework "A paradigm-smashing, compulsively readable case for a radically remote workplace."—Susan Cain, New York Times bestselling author of Quiet Does working from home—or anywhere else but the office—make sense? In Remote, Jason Fried and David Heinemeier Hansson, the founders of Basecamp, bring new insight to the hotly debated argument. While providing a complete overview of remote work's challenges, Jason and David persuasively argue that, often, the advantages of working "off-site" far outweigh the

drawbacks. In the past decade, the "under one roof" model of conducting work has been steadily declining, owing to technology that is rapidly creating virtual workspaces. Today the new paradigm is "move work to the workers, rather than workers to the workplace." Companies see advantages in the way remote work increases their talent pool, reduces turnover, lessens their real estate footprint, and improves their ability to conduct business across multiple time zones. But what about the workers? Jason and David point out that remote work means working at the best job (not just one that is nearby) and achieving a harmonious work-life balance while increasing productivity. And those are just some of the perks to be gained from leaving the office behind. Remote reveals a multitude of other benefits, along with in-thetrenches tips for easing your way out of the office door where you control how your workday will unfold. Whether you're a manager fretting over how to manage workers who "want out" or a worker who wants to achieve a lifestyle upgrade while still being a top performer professionally, this book is your indispensable guide.

Question you'll most likely be asked and the answers that will get you hired. At the outset of the book there is the list of 310 Job Interview questions answered, which you may see in its Free Download Sample. The opening chapter is -How to Prepare to Answer Interview Questions. In 13 chapters, General to tough and tricky question commonly asked in the job interviews have been answered with tips as how to answer such questions. The book is easy to read, comprehend and packed with insightful direction to take charge of the interview to a cutting edge to slip past the competition and get hired. Author is former Corporate HR Head & a Career Consultant. The question and answer are on: 1. Open-Ended Question on yourself. 2. Job Fitness 3. Why you should be hired. 4. Target Job and Employer 5.

Management & Teamwork 6. Goals & Stability 7. Joining & leaving 8. Interrogation Questions 9. Qualification Questions 10. Case Interview Questions 11. Aptitude Questions 12. The Final Questions 13. Salary Questions & Salary Negotiating The essential book every workplace novice needs—a smart, practical, and fun guide to help them navigate the minefield of personalities, learn to work with their boss, identify priorities, and ultimately kick butt at their first job. It's a challenging time to be young and new in the workplace. Your parents can't help-the rules have all changed, and faster than guide books can keep up. In Welcome to the Real World, career expert and entrepreneur Lauren Berger arms a new generation of workers like you with the tools you need to succeed. She feels your pain. She's been in your shoes. Just a few years ago, she was you. In a world defined by uncertainty, she argues you need to be bold, take risks, and understand your value. She shows you how to think of your job as a link that will eventually connect you to the opportunity of your dreams. It's time to get comfortable getting uncomfortable, she advises. Her essential handbook tells you everything you should know to make the most of your first onthe-job experience, including how to: Think about "The Big Picture" Deal with rejection Effectively manage your time Navigate "sticky situations" in the office and communicate with different personality types Embrace entrepreneurship regardless of position, rank, or title Organize your financial situation and personal life Get promoted and (one day) take your boss' job!

Praise for the First Edition: "I highly recommend The Counseling Practicum and Internship Manual. It is the single best all-in-one resource líve read for all things practicum and internship." ñRyan Thomas Neace, LPC, NCC, CCMHC, Blogger, American Counseling Association; Founder, CounselingInternships.com and Change, Inc. "[U]sing this Page 11/20

text in my practicum course. It is a very user friendly book with many resources in addition to good clinical information." ñ Jessica Brumm-Larson, PhD, Alverno College This bestselling guide to the practicum and internship experience. written expressly for graduate counseling students by a seasoned counselor and educator, is now substantially revised with updated and expanded content including the 2014 ACA Standards of Ethics. With a strong focus on counseling as a specific professional identity, the book includes new information on developing one's own approach to counseling and supervision, maintaining satisfactory working relationships with supervisors and colleagues. developing good writing skills and record keeping, and managing crisis and trauma. The Second Edition also reflects such developments as DSM-5 and CORE/CACREP standards. With a concise, accessible writing style, the book describes everything students need to know as they enter and progress through the practicum and internship process. Replete with plentiful case examples and downloadable sample forms and templates, this supportive manual encompasses information addressing how to select and apply for practicum/internships in all settings, including mental health, rehabilitation, schools, addictions, and marriage and counseling. It examines such ethical legal and issues as informed consent, confidentiality, client records, boundary issues, and liability insurance. Multicultural considerations that impact counseling along with the importance of self-care including stress management and dealing with aggressive client behaviors are also discussed in detail. This "mentor in a book" gives counseling students invaluable assistance in preparing for and successfully assimilating their first experiences with the realities of working with clients, and eases the journey toward developing into a self-confident, skilled, and ethical practitioner. New to the Second Edition: $\frac{Page}{Page}$ 12/20

Updated to include content on 2014 ACA Ethics Code, CACREP/CORE developments, legal issues, DSM-5, and social media Expanded content on developing an individual approach to counseling and supervision Provides new information on crisis intervention Increased content on supervision styles and models Expanded information on student safety at field sites Augmented discussion of careers Includes expanded self-reflection exercises for the intern Provides downloadable versions of student forms and templates Key Features: Focuses on counseling as a specific professional identity Covers everything students need to know as they enter and progress through the practicum/internship process Helps students to understand the realities of working with clients after they leave the "safe" learning environment Mentors students in a supportive, userfriendly style Includes abundant case examples Includes abundant forms and templates for students, available as online downloads

First published in 1987. Routledge is an imprint of Taylor & Francis, an informa company.

Today's job seekers need to "lose the resume" in order to land the right job. In this guide, Burnison shares the new rules of engagement in which seekers must learn to tell a story about themselves that speaks to their competencies, purpose, passion, and values.

Outlines the best answers to key job-interview questions, presenting sample responses to frequently asked questions and offering tips on how to handle a critical job interview.

The Human Services Internship Experience: Helping Students Find Their Way aims to help students in

field-based courses bridge theory and practice during their internships. The goal is to show students how to apply their academic work in a real-world setting and to confirm and expand their identity as human service professionals.

Become the applicant Google can't turn down Cracking the Tech Career is the job seeker's guide to landing a coveted position at one of the top tech firms. A follow-up to The Google Resume, this book provides new information on what these companies want, and how to show them you have what it takes to succeed in the role. Early planners will learn what to study, and established professionals will discover how to make their skillset and experience set them apart from the crowd. Author Gayle Laakmann McDowell worked in engineering at Google, and interviewed over 120 candidates as a member of the hiring committee? in this book, she shares her perspectives on what works and what doesn't, what makes you desirable, and what gets your resume saved or deleted. Apple, Microsoft, and Google are the coveted companies in the current job market. They field hundreds of resumes every day, and have their pick of the cream of the crop when it comes to selecting new hires. If you think the right alma mater is all it takes, you need to update your thinking. Top companies, especially in the tech sector, are looking for more. This book is the complete guide to becoming the candidate they just cannot turn away.

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Discover the career paths that run through the top tech firms Learn how to craft the prefect resume and prepare for the interview Find ways to make yourself stand out from the hordes of other applicants Understand what the top companies are looking for, and how to demonstrate that you're it These companies need certain skillsets, but they also want a great culture fit. Grades aren't everything, experience matters, and a certain type of applicant tends to succeed. Cracking the Tech Career reveals what the hiring committee wants, and shows you how to get it.

This book introduces storytelling as the key to excelling in job search activities, such as writing resumes and cover letters, networking and creating portfolios.

"Originally published in hardcover in the United States by Crown Business, New York, in 2017"--Title page verso.

The Internship, Practicum, and Field Placement Handbook, Seventh Edition is a practical guide to the "real world" knowledge and skills that students need when they begin working in the field of mental health. This text guides interns through every phase of the internship process from finding placements to concluding relationships with clients and supervisors. Along the way students learn about ethics, clinical writing and record keeping, working with peers and supervisors, understanding diversity, and self care

and safety. Following an evidence and competency based approach, the latest research findings are reviewed from the fields of psychology, social work and counseling.

MORE answers to MORE questions than any other interviewing guide. Sell yourself with style and win the interview game! The most crucial part of your job search is knowing how to respond to the toughest interview questions ù because the best candidate doesn't necessarily get the job....the best interviewee does! In Best Answers to the 201 Most Frequently Asked Interview Questions, career expert Matthew J. DeLuca reveals the secret agenda behind every kind of question interviewers ask, and prepares you to answer them all. Never again be at loss for words when an interviewer hits you with an icebreaker...thought provoker...curve ball...stress tester...and even an illegal question that shouldnÆt be asked but needs an answer.

"The Product Manager's Handbook" is the essential guide to successful product management in today's fast-changing business world. Product and brand managers, as well as upper-level sales, marketing, and branding executives, will find the text thorough and informative as it explains and analyzes the product manager's role in both traditional, hierarchical organizations as well as in newer horizontal, team-driven decision-making structures. "What is a product manager?" The overall

responsibility of a product manager is to integrate the various segments of a business into a strategically focused whole, maximizing the value of a product by coordinating the production of an offering with an understanding of market needs. A product manager must oversee all aspects of a product or service line in order to create and deliver superior customer satisfaction while simultaneously providing long-term value for the company. "The Product Manager's Handbook" covers all of these topics in a convenient, easy-to-follow presentation that includes: Hands-on charts for managing every key step, from concept to completion Practical checklists for evaluating progress at every critical stage Brief profiles in every chapter of specific product management roles, functions, and issues Real-world cases illustrating the challenges of product management in action This thoroughly revised and updated second edition fully integrates the Internet and other digital technologies into the product manager's arsenal of tools. The book includes all new information on what it takes to be a successful product manager. It explains the product manager's role in the planning process (including strategic and operational planning), how to evaluate product portfolios, how to propose and develop successful new products, and more. The product manager is frequently the source of the entrepreneurial spirit and sense of innovation that Page 17/20

drives a successful organization. Learn to make the most of your product management system with this indispensable reference guide.

School Counseling Practicum and Internship: 30 Essential Lessons combines crucial counselor knowledge with the experience of experts in the field into one practical guide for addressing the real world of school counseling. Drawing on more than a decade of teaching, author Helen S. Hamlet, PhD presents a collection of lessons and techniques that includes forms, websites, activities, and current information focusing on a range of challenging issues. This unique text is a resource that practicum and internship students, counselor educators, and practicing school counselors will keep and refer to for years to come.

Land Killer Internships—and Make the Most of Them! These days, a college resume without internship experience is considered "naked." Indeed, statistics show that internship experience leads to more job offers with highersalaries—and in this tough economy, college grads need all the help they can get. Enter Lauren Berger, internships expert and CEO of Intern Queen, Inc., whose comprehensive guide reveals insider secrets to scoring the perfect internship, building invaluable connections, boosting transferable skills, and ultimately moving toward your dream career. She'll show you how to: Discover the best internship opportunities, from big companies to

virtual internships Write effective resumes and cover letters Nail phone, Skype, and in-person interviews Know your rights as an intern Use social networking to your advantage Network like a pro Impress your boss Get solid letters of recommendation Turn internships into job opportunities With exercises, examples, and a go-getter attitude, this next-generation internship manual provides all the cutting-edge information students and recent grads will need to get a competitive edge in the job market. So what are you waiting for?

The ten year anniversary of the book offers an excellent opportunity to publish a second edition. Several aspects of the book have evolved considerably since its first printing. For instance, substantial revision to the internship, licensure, and certification processes has occurred, and are reflected in this resource. Much of the literature on clinical psychology, cultural sensitivity, and the current job market is updated. Changes in technology have large effects on teaching and practicing clinical psychology. These modifications are needed to offer appropriate and updated information for students. In short, virtually every chapter has substantial modification to ensure that the material is accurate and up to date. Discover How To Be Successful In Any Interview! In this book you will learn about below topics: - How to Decide on a Career Path, Ways for New College Page 19/20

Graduates to Gain Job Experience, Importance of International Certification, Setup Your Email to Look Professional, The Secrets to Writing a Resume that is Guaranteed to Get You the Job, Uploading Resumes in Job Portals, List of Job Searching Websites, Email Templates and Cover Letter, Types of Interviews and How to Ace Them, How to Behave Inside an Interview Hall, Interviews - Body Language Do's and Don'ts, Useful Tips to Dress up for an Interview for Males and Females, Interview Questions and Answers Samples.

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