

Question

Do you like or perform better working alone or in a team environment?

Comments and Suggested Responses

It is likely that you may be asked to work both ways. Emphasise your flexibility and adaptability to fulfill your roles both ways. Give examples that you have done well without supervision and independently as well as examples where you managed well working with others in a team

Question

What are some of your bad working habits?

Comments and Suggested Responses

If you mention any negative habits, turn them around with a positive spin .

Question

Discuss your positive working habits

Comments and Suggested Responses

Focus your answer on positive habits that show your character strengths such as being hardworking, attention to detail... Discuss attributes that will set you apart from the other candidates for the position.

Question

Is there anyone you just don't get along with?

Comments and Suggested Responses

Remember that this is a professional question. Focus your answer on the point that you can get along with almost everyone on a professional level. If you are pressed to give an example on someone, focus your answer on someone who do not meet professional standards but that you are able to get along with the person to get the job done even though you might find it difficult.

Question

Do you like working in teams or project groups?

Comments and Suggested Responses

Many working situations revolve around teams and projects, therefore it is important that they hire people who can work together. Discuss your team-building strengths and mention working examples.

Question

Do you work well under pressure?

Comments and Suggested Responses

Obviously the answer to this will be yes. But you will need to choose examples that support your claims. Remember to choose examples that don't suggest that the pressure is a result of your own failure to anticipate problems or your own inability.

Question

Is there a specific type of person you work better with than others?

Comments and Suggested Responses

Be careful when you answer this and emphasise that you work along with many different types of people. Do not reveal your prejudices on working with people.

Question

How do you react when something goes wrong with a project?

Comments and Suggested Responses

Dealing with problems in projects such as project delays, critical timelines, and setbacks are part of project management and problem-solving skills. The interviewer is trying to understand how you can deal with such problems effectively. Give examples of how you overcome such challenges.

Question

Are you organized?

Comments and Suggested Responses

Yes. Talk about the organizational skills that you have such as time management, needs assessment, delegation and how those skills have made you more effective.

Question

Tell me about the way you work.

Comments and Suggested Responses

Talk about your skills and competencies and how you use them to effectively do your job. Give examples of your professional abilities to see through your projects and work tasks.

Question

Are you detail-oriented?

Comments and Suggested Responses

Be prepared to describe a work project or task that required great attention to detail in order to demonstrate your experience and expertise in this area. Emphasize that you are capable of both managing the details and keeping sight of the big picture.

Question

How do you go about making decisions?

Comments and Suggested Responses

Consider the position you are applying for. Are you required to be analytical?
Independent? Or needing to call on the expertise of others

Question

How do you handle change?

Comments and Suggested Responses

This is a question to understand your adaptability. You are required to indicate you can adapt and handle change well. Cite examples of how you may have handled changes in technology, personnel, leadership, business structure, and the types of services we deliver and even the products we produce.

Question

How do you measure the success of your work?

Comments and Suggested Responses

The purpose of the question is to gauge how you evaluate your personal and professional success and what type of feedback or reward system is important to you... It is important to establish that these needs can be satisfied on the job.

Question

How do you handle tension?

Comments and Suggested Responses

Indicate that tension is usually caused when things are piling up and areas of responsibility are extended for any length of time. You can handle this best by keeping on top of your priorities and responsibilities and by not procrastinating on tasks that need to be accomplished.

Question

Are you able to meet tight deadlines? Do you have experience doing so in the past? Have you ever been behind schedule?

Comments and Suggested Responses

The purpose of this question is to understand your ability and commitment to meet deadlines and follow through. All deadlines are tight. Cite your previous experience with specific projects and how your contributions made a difference in the overall outcome.

To answer this question effectively, describe in detail how you

- 1) establish priorities,
- 2) set deadlines and
- 3) manage and stay on schedule.

Question

Do you work well alone, or do you require direct supervision?

Comments and Suggested Responses

The purpose of this question is about your ability to work independently on your own while responding well to feedback. Give examples to show that you can carry a project or work task through to its completion.

Question

Do you think conflict can be avoided? Why or why not? In what situations?

Comments and Suggested Responses

Conflict situations can always happen and at times cannot be avoided. The key is to manage conflict. Explain or describe a professional situational conflict that you have managed or have helped to resolve. Also, companies may not be looking for employees that avoid conflict. So understand that ability to manage conflicts is more important than avoid conflicts.

Question

If you could choose your fellow employees to work with you on this project, what qualities would you seek?

Comments and Suggested Responses

The purpose of this question is to see if you can work well or fit in with the current team. Show your adaptability and flexibility and willingness to work with others in a variety of capacities

Question

How do you organize and plan for major projects?

Comments and Suggested Responses

Give the interviewer a good idea of your general approach to mastering complex tasks.

Some common organization and planning methods are as follows

- 1) How you decide on time frames,
- 2) set deadlines,
- 3) determine priorities and
- 4) delegate tasks.

Question

Can you work under pressure?

Comments and Suggested Responses

The answer is obviously yes. Give key examples where you have coped with pressures and stress.

You might be tempted to give a simple “yes” or “no” answer, but don’t. It reveals nothing, and you lose the opportunity to sell your skills. Use this opportunity to assure the interviewer that you can indeed work under pressure; seize the opportunity to sell yourself.

Question

What aspects of your work are most often criticized?

Comments and Suggested Responses

A wise answer is to mention a weakness early in your career or from a long time ago. Demonstrate you have made improvements in the weakness since then based on feedback from supervisor or colleagues. Ideally, you should have improve to a point where the weakness is no longer an issue. Phrase it positively.

Question

Share an example of your diligence or perseverance.

Comments and Suggested Responses

The purpose of this question is to understand your perseverance in your character. Describe your professional character, including thoroughness, diligence and accountability.

Question

Share an example of your determination.

Comments and Suggested Responses

Describe a time you persevered to accomplish a goal. A professional or academic goal, such as one that reflects an interest in developing a new skill, would be appropriate here. Demonstrate how you gather resources, predict obstacles and manage stress.

Question

Describe a time when you tackled a tough or unpopular work assignment.

Comments and Suggested Responses

Describe a time you were willing, or even volunteered, to solve a problem that had remained unresolved after earlier attempts. Or describe something you accomplished that was important to the company's long-term interests, even if short-term implications were less than favorable.

Question

What would your colleagues or friends say about you?

Comments and Suggested Responses

The purpose of this question is to understand how you can work with your colleagues. Are you responsible or dependable? These are important characteristics that you can mention, Cite examples where your peers may have mentioned your responsibility or dependability

Question

Tell me about a time that you had to extend a deadline.

Comments and Suggested Responses

Describe your accountability and willingness to adjust a deadline in order to satisfy the overall goals of a project. Had you not adjusted the deadline what goal would have been compromised?

Question

How resourceful are you?

Comments and Suggested Responses

The purpose about this question is to understand your initiative and creativity. Give an example of either a people based or task based solution you manage. A people based situation is when you can get people to work together. A task based resourcefulness is a situation where you manage to get things done in spite of a lack of resources or direct support.

Question

What is your most productive or ideal work setting?

Comments and Suggested Responses

The purpose of this question is to understand the impact your working environment has on your job performance and how well you would fit the position.. Environments can refer to physical or people environment. Indicate you are adaptable and is able to handle most environments. Specifically the concerns will be around your ability to adapt to the physical layout of the department and attitudes of the particular work group.

Question

Describe an environment that is ineffective for you.

Comments and Suggested Responses

Emphasize you are able to work in a variety of settings, and you can manage to be productive regardless of your physical and people environment..

Question

Do you prefer continuity in structure or frequent change in your daily work?

Comments and Suggested Responses

The purpose of this question is to understand your preference in working styles. Do indicate that you are able to handle both. But if you have to give a reply, give one that is consistent and in-tune with the position you apply for. An accountant would prefer continuity in routine and a salesperson will thrive on meeting new people in their daily work.

Question

Describe a time when you had to assist a coworker.

Comments and Suggested Responses

The purpose of this question is to understand your willingness to help your colleagues. Give examples on how you used your objective advice or special expertise to help a colleague produce a positive outcome professionally.

Question

Tell me about a time when you had to defend an idea to your manager.

Comments and Suggested Responses

The purpose of this question is about

- 1) how can approach an issue constructively,
- 2) understand your manager's perspective as well as get
- 3) get someone to understand your side of the situation.

Question

Tell me about a problem that you failed to anticipate.

Comments and Suggested Responses

The purpose of this question is to give you an opportunity to relate an incident where

- 1) you learnt an important lesson and
- 2) how your judgement has improved as a result of the experience and
- 3) how you manage the problem that you failed to anticipate.