

Communication Skills Job Interview Questions And Answers



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Communication Skills Interview Questions And Answers Guide.

Question - 1:

How to communicate effectively?

Ans:

Effective communication is a learned skill, it is more effective when it's spontaneous rather than formulaic. A speech that is read, for example, rarely has the same impact as a speech that's delivered (or appears to be delivered) spontaneously. Of course, it takes time and effort to develop these skills and become an effective communicator. The more effort and practice you put in, the more instinctive and spontaneous your communication skills will become.

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Question - 2:

Tips for effective listening?

Ans:

If your goal is to fully understand and connect with the other person, listening effectively will often come naturally. If it doesn't, you can remember the following tips. The more you practice them, the more satisfying and rewarding your interactions with others will become.

- * Focus fully on the speaker
- * Avoid interrupting
- * Avoid seeming judgmental
- * Show your interest

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Question - 3:

What you do when someone is deliberately giving you vague, dissembling, or even obstructive information, which hinders your ability to complete a task?

Ans:

Applicant's should be capable of determining what information is correct. By clarifying with a superior or researching they work around the obstruction. They should try to bring the conversation to a satisfactory conclusion, but always have the best interests of the company in mind.

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Question - 4:

How you deal with situations when others are finding it hard to communicate effectively with you?

Ans:

Candidate should have the ability to use their listening and interviewing skills to clarify issues and make points easier to understand. They should be able to influence the conversation in a way that allows other people to effectively communicate; should not be impatient.

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Question - 5:

Tell me about an incident when you had to listen attentively in order to act quickly enough to meet a deadline?

Ans:

Answer should show that applicant has good listening skills and that they are a dependable person who responds accurately to the central issues.

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Question - 6:

Are you capable of getting to bottom of a situation, when some one is incapable of communicating what they really mean? If so how do you achieve this?

Ans:

Applicant should be able to understand work-related language, be able determine what a co-worker is trying to say, and be intuitive in recognizing human emotions.

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**Question - 7:**

Describe an example of a time when you had to ask direct questions to bring out diverse opinions on a central issue?

Ans:

Job seeker should have the skills to convince others to fully participate in a discussion and help them expand on their ideas.

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Question - 8:

Suppose if your credibility is compromised, what steps do you take to rectify the situation?

Ans:

Candidate should know that they need to strengthen their bargaining power and educate themselves on all issues involved. This will give them an effectively stronger position.

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Question - 9:

Describe about an occasion when you withheld your own opinion, and tried to obtain the opinion of others, and why was this action important?

Ans:

Applicant should know that as a team player the views of others are important. The ideology of the phrase "There is no 'I' in team" should be represented. Ego and/or narcissism should not be a trait applicant expresses.

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Question - 10:

Which last occasion that you were given an assignment to develop your mediating skills, and what was the conclusion?

Ans:

Candidate should actively seek assignments to develop their mediating and negotiating skills.

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Question - 11:

Tell me have you had an experience where you realized that you had to be more positive and persuasive when selling your ideas to others? What did you learn from this experience?

Ans:

Applicant should recognize the necessity to continually develop their skills, should seek constructive criticism and advice, and be able to not take criticism personally.

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Question - 12:

Do we need to make your attitude more positive when marketing yourself and your ideas to others?

Ans:

Applicant should be positive and a confident attitude towards marketing themselves and their ideas.

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Question - 13:

Which last occasion that you had to use your negotiating skills to bring about a resolution that was in everyone's best interest?

Ans:

Applicant's answer should prove that the job seeker has the capacity to employ negotiating skills for the benefit of the company, the customer, and themselves in personal situations.

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Question - 14:

Which last seminar you attended? How did you apply this new-found knowledge towards your work?

Ans:

Candidate should demonstrate a real commitment to formal education, as well as the ability and imagination to apply these new concepts directly within the work place.

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Question - 15:

When last occasion you asked for direct feedback from a superior or a customer? How did you then use this knowledge to improve your personal performance?

Ans:

Candidate should be capable of constructively applying all forms of feedback towards creating a better and more efficient performance.

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Question - 16:

Which skills do you use when you need to influence the way other people think?

**Ans:**

Job seeker should be able to use effective strategies to create a compromise. They should be persuasive, should have the ability to empathize, and should want to create a "win-win" solution for everyone involved.

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Question - 17:

Tell me what is personally fascinating about the areas of your job in which you wish to expand your knowledge?

Ans:

Job seeker should demonstrate a provable level of interest and creativity for all aspects of his/her work.

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Question - 18:

Which specific areas of your work are you really interested in expanding your knowledge of? How do you intend to achieve this?

Ans:

Applicant should be committed to self-development through a continuous learning process, whether at work or away from work. Goal should be to improve their contribution to the work force and/or the company.

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Question - 19:

Tell me when was the last time that you volunteered to expand your knowledge at work, as opposed to being directed to do so?

Ans:

Candidate should demonstrate a level of personal enterprise and initiative to acquire work knowledge voluntarily.

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Question - 20:

Tell me about a recent mistake. What did you learn from it and in what areas can you utilize that knowledge in the future?

Ans:

Candidate should display a level of adaptability and be able to apply learning in a resourceful and innovative manner. Candidate should be able to acquire knowledge from errors as well as triumphs.

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Question - 21:

When you last time acquire effective knowledge in your own time and how can you apply this towards your career?

Ans:

Candidate should display an aptitude for personal growth by independently learning and should be prepared to utilize that knowledge in multi-lateral ways.

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Question - 22:

Give me an example of a time when you had to put your point across in a meeting to which most of the people were reluctant to hear?

Ans:

Job seeker should show the ability to convince others by making valid points; have a strong character; is not afraid to speak his/her mind to defend the interest of the company and/or his/her own interests.

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Question - 23:

How do you explain a complex technical issue to someone who has less technical knowledge than you?

Ans:

Job seeker should be able to express his/her knowledge in a clear, simple manner; answer should show that they have the ability to explain technical matters to non-technical people.

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Question - 24:

Give me an example when you had to present complex information in a simplified manner in order to explain it to someone?

Ans:

Job seeker should be able to explain how they break up complex information to help co-workers easily understand the information.

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Question - 25:

Tell me about a time when you had to be very careful in communicating delicate information. What was the possible risk involved and how did you go about it?

Ans:

Job seeker should appear to understand the necessity of confidentiality, to have the ability to disclose delicate/sensitive information carefully, and with utmost



sensitivity.

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Question - 26:

Describe a time when you took extra effort to make sure the person with whom you were communicating with had really understood your point. How did you do this?

Ans:

The candidate's answer should show that they understand why clarification is an important part of communication.

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Question - 27:

What steps do you take to establish a rapport with others?

Ans:

Job seeker should have the ability to see things from another person's perspective. How do they accomplish this? Does the candidate appear to be able to empathize with others?

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