

Organizational Skills Job Interview Questions And Answers



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Organizational Skills Interview Questions And Answers Guide.

Question - 1:

Tell me how do you prioritize your time?

Ans:

The customers always come first. As a Manager, I assign the highest priority to handling customer complaints and problems. When there are no unresolved or un-addressed customer concerns, home-office directives are carried out with diligence. The next priority is employee concerns. I believe happy employees provide the most value and courtesy to customers, and I take great care in choosing and keeping quality personnel. This also minimizes the amount of time I must take to correct problematic employee behavior or to micromanage. After employee relations, vendor relationships take priority.

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Question - 2:

Can you tell me about a time when you had to prioritize personal matters over work?

Ans:

The best answer would be that you have never had this happen and that your personal life does not interfere with your job. Realistically however, interviewers know that it has probably happened at least once if you have been working for many years. If you decide to give an example, choose an extreme personal matter like death of a family member that would be appropriate to prioritize over work.

Discussing sick children or any other family member you are currently responsible for the care of or discussing personal problems like spousal discord or other family drama.

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Question - 3:

Define your ability to organize projects from start to finish?

Ans:

Describe the breadth of your project management experience including scope of projects and budget sizes. Describe phases and development of steps you take to bring a project to completion. The steps should preferably align with the position for which you are interviewing.

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Question - 4:

Tell me what do you do when things are slow at work?

Ans:

The company wants their money's worth out of you. This question is designed to assess whether you will be actively earning your pay your entire shift or only when it's busy. Discuss doing productive things such as assisting others or other departments, catching up on non-essential duties, investigating new technologies that may assist in your field, reading and learning new ideas regarding your customers, or networking to build stronger business relationships. It also doesn't hurt to mention how you like to stay busy.

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Question - 5:

What task really tested your analytical abilities?

Ans:

Job seeker should mention a time where he/she had to use reason and logic to resolve a problem. Job seeker may have analyzed all the relevant information and created a good, effective solution.

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Question - 6:

Tell me have you ever been in a real dilemma at work? What did you do to get out of it?

Ans:



You should hear answers that show the job seeker has sound analytical skills to solve a problem; analyzes problems in great detail to come up with a solution.

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Question - 7:

Tell me about a time when you discovered more efficient way to do a work task?

Ans:

Job seeker should be able to identify a time where he/she was having difficulty with a work task, found a way to rectify the faults and work more efficiently.

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Question - 8:

Which assignment you worked on in which you had to amass a huge amount of data, and then analyze it?

Ans:

Job seeker should be able to explain how they can compile facts and figures for preliminary analysis; derive relevant facts and information from the study of this data.

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Question - 9:

Describe a tricky situation for which you found a very simple solution?

Ans:

Job seekers answer should show that they are a problem solver, that they can analyze all the information, and come up with a solution.

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Question - 10:

Tell me what you assume your co-workers if you want to delegate successfully?

Ans:

Job seeker should be able to view the positive potential of co-workers; does not rule out the possibility that a co-worker may want more responsibility; co-workers want to learn more; job seeker should recognize that the short term training investment will pay off in the long term.

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Question - 11:

What are the common excuses team leaders use to not delegate?

Ans:

They can do it better themselves; Can't trust him/her to do it; he/she is not qualified enough; they don't want anymore added responsibilities; I don't have time to show anyone how to do it; No one to delegate to; I am the only one that can do it.

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Question - 12:

Define what steps you take to ensure that the work you delegate is successful?

Ans:

Job seeker should explain he knows how to outline desired results, ask for progress reports, sets interim deadlines, and does not overly focus on the methodology.

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Question - 13:

Tell me what instructions would you give your staff if you decided to delegate?

Ans:

Clear instructions with decisive standards; everyone should know what needs to be done, when it should be finished, and the quality/detail needed. A job seeker should delegate the objective, not the procedure.

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Question - 14:

Tell me what you think either delegation is a way to dump failure on the shoulders of a subordinate or as a dynamic tool for motivating and training your team to realize their full potential?

Ans:

Employee should see delegation as an effective management skill which allows staff to use and develop their skills and knowledge to their full potential. A cynical view of this skill is a warning sign.

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Question - 15:

Tell me what steps you take when the work of a colleague threatens the completion of a project?

Ans:

Applicant should be able to accommodate and reorganize a schedule. They should be strong enough to sort out, with tact and success, any work deficiencies of a team member and communicate with that co-worker.



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Question - 16:

Tell me what you do when project is not coming to fruition as expected, because of inefficient planning?

Ans:

Applicant should have the ability to problem solve, handle competing priorities, be able to multi-task and have the ability to effectively process and re-organize planning structures to ensure a successful conclusion.

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Question - 17:

How you prioritize your each day's tasks?

Ans:

Applicant should have the necessary skills to recognize the top business priorities.

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Question - 18:

How to prioritize tasks to be completed in one complete work project?

Ans:

Answer should show that applicant knows how to plan ahead, make good decisions, analyze different possibilities, and effectively accomplish the maximum workload.

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Question - 19:

Tell me how to accommodate last minute changes which have to be incorporated into your work?

Ans:

Candidate should anticipate the possibility that amendments have to be made and plan accordingly. They should also have the skills to integrate new information into a nearly completed project.

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Question - 20:

What steps do you take to organize and plan a project?

Ans:

Answer should show preparation and focus when using organizational skills. Applicant should be able to prepare narrowly focused project plans.

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Question - 21:

What steps do you take when the work of a colleague threatens the completion of a project?

Ans:

Applicant should be able to accommodate and reorganize a schedule. They should be strong enough to sort out, with tact and success, any work deficiencies of a team member and communicate with that co-worker.

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Question - 22:

What do you do when a project is not coming to fruition as expected, because of inefficient planning?

Ans:

Applicant should have the ability to problem solve, handle competing priorities, be able to multi-task and have the ability to effectively process and re-organize planning structures to ensure a successful conclusion.

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Question - 23:

Illustrate how you prioritize each day's tasks?

Ans:

Applicant should have the necessary skills to recognize the top business priorities.

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Question - 24:

When it is your responsibility to organize and plan a project what steps do you take?

Ans:

Answer should show preparation and focus when using organizational skills. Applicant should be able to prepare narrowly focused project plans.

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**Question - 25:**

How do you accommodate last minute changes that have to be incorporated into your work?

Ans:

Candidate should anticipate the possibility that amendments have to be made and plan accordingly. They should also have the skills to integrate new information into a nearly completed project.

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Question - 26:

How do you prioritize the tasks to be completed in one complete work project?

Ans:

Answer should show that applicant knows how to plan ahead, make good decisions, analyze different possibilities, and effectively accomplish the maximum workload.

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