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HR Interview Questions Attitude/Flexibility/Adaptability

- • When considering a new job opportunity, what elements—such as job responsibilities, location, and hours of work—are important to you?
- • Tell me about a situation where you had to quickly adjust to a change in your department or team priorities. How did this change affect you?
- • Describe a time you had to meet a scheduled deadline while your work was being interrupted continuously. What was most difficult about this and how did you handle it?
- • Give me an example of a time when you had to balance multiple responsibilities at once. What did you do to keep organized? How did you prioritize your tasks?
- • Tell me about a challenging time you faced with a person from a different background or culture.
- • Interacting with coworkers or customers from different backgrounds or cultures can be challenging at times. Tell me about a challenging time you faced with a person from a different background or culture.
- • What skill do you feel you need to develop the most? Why?
- • Describe some specific tasks or conditions you found frustrating. How did you handle them?
- • Describe the style of management under which you work most effectively. Why do you prefer this style?
- • Tell me about a time you received constructive criticism. What was it? How did it make you feel when you received it? What did you do to improve?
- • Tell me about a time when you were asked to change your schedule unexpectedly. How did you feel about it? How did you handle it?
- • What types of responsibilities do you like most?
- • What types of responsibilities do you like least?
- • What makes one location of work more desirable to you than another?
- • Are you willing to relocate or travel?
- • Tell me about a time when it was necessary to admit to others that you had made a mistake. How did you handle that?

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- • How would you describe the perfect work environment for you?
 - • How do you react when asked to do something beyond your capabilities?
 - • Describe your ideal company, location and job
 - • How do you feel about working nights and weekends?
 - • What motivates you to do good job?
 - • What makes you angry?
 - • Where do you see yourself five years from now?
 - • What is more important to you: money offered, or the type of job?
 - • Do you enjoy working independently?
 - • In what kind of a work environment are you most comfortable?
- Do you prefer working with others or all by yourself?

Hobbies and Co-curricular activities:

- • What activities do you do in your spare time?
- • Have you done any voluntary work?
- • What was your proudest moment/achievement?
- • Are you a member of any organizations- which ones?
- • Were you a member of any teams?
- • What positions of responsibility have you have held?
- • What did your duties or responsibilities in the positions held involve?
- • How do you manage your time?
- • How did you balance study with these extra activities?
- • Walk me through a recent or typical workday and explain how you planned the day's

activities.

- • What skills/experience did you gain from extra-curricular activities
- • What are your outside interests or extra-curricular activities that you have been engaged

in apart from study?

- • What are your hobbies?
- • What types of books do you read?
- • How interested are you in sports?

Spontaneity and Confidence:

- • Describe one situation where you have demonstrated leadership

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- • What do you do differently from your peers that makes your work unique? Give me an example.
- • Tell me the steps you have taken to improve your skills or performance. What was the result?
- • What is your system for tracking progress on assigned projects for which you are responsible? Give me an example.
- • What do you consider to be your three greatest strengths? Give me an example of when you used each of these strengths.
- • Describe a time you had to go against traditions or policies to accomplish a goal. What was the result?
- • Tell me about a time when you made a bad decision. What was the result?
- • Can you describe a time when you needed to learn new information about changing

products, markets, or procedures? What did you do?

- • What techniques have you learned to make you more effective?
- • What would you describe as your greatest achievement? How did you achieve it?
- • Give me an example of a time when you took on a responsibility that was not assigned to

you but needed to be done.

- • Tell about a time you were responsible for planning an event and had very limited resources. How did you overcome this obstacle?

- • Describe what skills or qualities are important for dealing effectively with coworkers.
- • Describe a situation when you tried your hardest, but were unable to achieve your desired

result. What did you do? Why were you unsuccessful?

- • When evaluating your performance, what factors are most important to you?
- • Can you describe a past situation that led you to grow as a person?
- • Can you tell me about a time when you were faced with a major obstacle (work or otherwise) and how you overcame it?
- • Have you ever helped a team member to improve his or her performance in a project work? Tell me about a specific instance.
- • What qualities should a successful manager possess?
- • Describe the relationship that should exist between a supervisor and a subordinate. What 3 accomplishments have given you the greatest satisfaction?
- • If you were hiring for this position, what qualities would you look for?

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- • How would you describe yourself?
- • How do you think a friend or professor who knows you would describe you?
- • What motivates you to put forth your best effort?
- • How do you determine or evaluate success?
- • What led you to choose the career for which you are preparing?
- • What personal characteristics are necessary for succeeding in the career that you are

interested in?

- • What have you learnt from your mistakes in your past?
- • Did you ever have problems with your team leader in projects at college?
- • What are the most important rewards you expect in your career?
- • What two or three things are most important to you in your job?

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