Tell me about a time that you worked conveying technical information to a nontechnical audience.

_The Interviewer wants to know how you relate to people outside your area of expertise._

While I worked for Mr. Smith in the accounting department, I was selected to explain the financial section of the employee's paycheck to all new hires. After my first two sessions, I realized I needed to reframe my information so the new hires would have an accurate understanding of the impact of their decisions as it related to their pay. I worked with colleagues in human resources and marketing, and developed a training outline that was implemented at the other locations throughout the company.

Tell me about a time that you worked with data, interpreting data, and presenting data.

_If you are in a non-technical profession, this question is designed to see if you are comfortable with information not directly related to your position._

While at the GHI corporation, one of my job assignments was to work with the IT department to prepare the annual meeting brochure complete with financial data, graphs and related SEC requirements. I became proficient at designing graphs that gave an accurate picture of the financial data, as well as editing the legal information into a more readable format.

Why do you think you will be successful at this job?

_The interviewer is concerned as to whether you see this as a career move, or stop-gap employment._

As my resume reflects, I have been successful at each of my previous places of employment. My research of your company, the job description outlined, and the information we've exchanged today, lead me to believe I have the skills and experience for which you are looking; and I'm eager to be a contributing employee.

Tell me about a time that you participated in a team, what was your role?

_Companies, for the most part, do not want “Lone-Rangers” - - they are looking for employees who will adapt to the company culture and get along with others._

In high school, I enjoyed playing soccer and performing with the marching band. Each required a different kind of team play, but the overall goal of learning to be a member of a group was invaluable. I continued to grow as team member while on my sorority's debate team and through my advanced marketing class where we had numerous team assignments.

Job Interview Questions About Co-Workers and Supervisors and Sample Answers

For the most part, the following questions may be asked to determine if you are a team player. Take a few seconds, when asked a difficult question, before you answer. An interviewer is not expecting you to have a ready answer. However, the Boy Scout Motto - Be Prepared - - certainly applies here as well.

Tell me about a time when you had to deal with a co-worker who wasn't doing his/her fair share of the work. What did you do and what was the outcome?

I worked closely with Ann who, for the most part, always carried her fair share of the work load. During a stressful time, working on a project with a deadline, I realized Ann's contributions to the project were almost minimal. I made the decision to wait until after the project to speak with her. I'm glad I did, because I learned she'd been going through a very tough time in her personal life and she appreciated my willingness to go the extra mile so the project was completed on time. As a result, our ability to work well together significantly increased.

Give me an example of a time when you took the time to share a co-worker's or supervisor's achievements with other?

At my most recent position, one of my co-workers, Dan, did an outstanding job of calming an irate customer, solving the customer's problem and completing a sale. When our boss asked me how things were going, I told him everything was going fine and that Dan had just completed calming an irate customer and closing a sale. It was a win-win-win- for our boss, Dan and the customer.
Tell me about a time that you didn't work well with a supervisor. What was the outcome and how would you have changed the outcome?

Early in my career, I had a supervisor (Judy) who was in a fairly good mood on Monday, but it deteriorated each day until by Friday, the supervisor was finding fault with everything I did. I didn't realize, until I left that position, that I had been a contributor to the decline in her mood. Judy would ask me how my weekend was (on Monday) and during the week she would ask how it was going. I would tell her how much fun I was having (I was single) and how I was looking forward to the weekend plans. After I left, I realized my life was in complete contrast to hers and I reminded her of it almost daily. When she asked the questions, I should have had a quick answer, and then asked her how she was doing!!!!

Have you worked with someone you didn't like? If so, how did you handle it?
Yes, I've worked with someone whom I found difficult to like as a person. However, when I focused on the skills they brought to the job, their ability to solve problems and the two things I did appreciate, slowly my attitude towards them changed. We were never friends, but we did work well together.

Tell me about a time that you helped someone.
Most recently, we had a new hire (Paul) that was really struggling with getting to work on time, and I knew the boss (Harry) was getting irritated. Over lunch one day I explained to Paul how important it was to our boss for everyone to be there at least 10 minutes early. It was personal with the Harry, but you could really get on his bad side when you were frequently late. The new employee was grateful for the advice. At his previous employment, the boss was only concerned about the work getting done on time; he/she did not "watch the clock".

Tell me about a time that you misjudged a person.
There was a long-time employee (George) at my second company who was very gruff when he spoke to me. At first, I went out of my way to win the George's approval. Then I realized that was compounding the problem. So I observed how he interacted with other employees and discovered I wasn't alone. He was gruff to most people. I quit trying to gain his approval and, in the process, discovered he'd learned his behavior from a former boss he'd had whom he admired.

How do you get along with older (younger) co-workers?
Suggested answer if your co-workers are older: There are times when I just know that a new way of doing something makes more sense to me; but, first hand, I learned that my "better way" may not be the best way to get the job done. As a consequence, I respect my older co-workers knowledge and I've learned how to make a suggestion at the appropriate time.

Suggested answer if your co-workers are younger: I quickly realized it was not my job to "parent" the younger people with whom I work; it was my job to get to know them and for us to find common ground where we could effectively work together. It took time, but the result was worth the effort.

Why do you think you will be successful at this job?
The interviewer is concerned as to whether you see this as a career move, or stop-gap employment. As my resume reflects, I have been successful at each of my previous places of employment. My research of your company, the job description outlined, and the information we've exchanged today, lead me to believe I have the skills and experience for which you are looking; and I'm eager to be a contributing employee.

How do you balance life and work?
The interviewer wonders if you've made arrangements for the days when your child is too sick to go to school and/or daycare or if you're "out of there" as soon as it's quitting time.
Best Answer: Being organized helps me balance my professional life and personal life. Consequently, I can be fully engaged while I'm at work. For those unexpected times, I have a good back-up system of child care for my children.
What is your preferred way to communicate?
This is a good opportunity to show you understand the importance of adjusting your preferences when necessary.
At home, I enjoy talking on the phone and emails. At work, I follow the established pattern. Each of my bosses, in the past, has had a preferred method I’ve followed their lead.

Do you check voicemail and email when on vacation?
The interviewer is wondering whether they will always be able to find you.
**Best Answer:** While on vacation, I can be reached for emergencies; however, I also know the people with whom I work are very capable of making good decisions while I’m away. I understand the importance of recharging my battery.

What is your favorite book? How about your favorite movie?
The interviewer wants to know whether you read to stay current and if you will you fit into the company culture.
**Best Answer (include your personal favorites):** I read many different kinds of books. My current "favorite" book is *The World is Flat* by Thomas Friedman. My favorite movie? *Miracle on Ice*.

What historical figure do you admire and why?
The interviewer wants to know whether you are well read and what characteristics you admire.
**Best Answer (include historical figures you personally admire):** Personally, I most admire Abigail Adams, John Adam's wife; professionally I admired the leadership style of Ronald Reagan.

What did you do during this six month gap in employment?
Everyone, at some point, will probably have a gap in employment. Do not "waste it".
**Best Answer:** For the first month, I worked on my "to do list" at home and accomplished a great deal. Then I began building a plan to reenter the workplace. While it took a little longer than I’d anticipated, I’ve learned a great deal about myself, am rested and looking forward to new challenges in the workplace.

What led you to this point in your life?
The interviewer wants to know if you are unhappy, frustrated, or lost.
My "road of life" has been interesting, sometimes challenging and always rewarding. The steps along the way that have led to this point in my life are, in some ways, very different than I had imagined; however, I like who I am today in part because of my past. An example is when the second company on my resume suddenly closed their doors during a down-tum in the economy. For a very brief time, the road ahead was unknown; however, I discovered I had previously untapped strengths such as perseverance.