

Assertiveness Interview Questions And Answers Guide.



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Assertiveness Job Interview Preparation Guide.

Question # 1

Tell me have you ever been in situation, at work, when you have motivated to question an ethical issue?

Answer:-

Evaluate the answer and try to see if the job seeker is intimidated by authority figures; are they prepared to protest something they do not believe in; are they able to see things from someone else's perspective.

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Question # 2

Explain an occasion when you have had to motivate and boost morale of your colleagues?

Answer:-

Evaluate how positive and confident the applicant appears to be when discussing their ability to motivate co-workers. Do they seem confident that they can improve productivity in difficult situations?

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Question # 3

Suppose if a clash of personalities were occur with colleague, what steps would you take to make working relationship run smoothly?

Answer:-

Things to look for: Does the job seeker seem to have the ability to solve this issue? What steps would they take? Does the thought of a personality conflict intimidate them? Do they seem confrontational or quietly assertive?

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Question # 4

Which steps you will take to clarify unclear information, or instructions with regard to work?

Answer:-

Does the job seeker's answer show that they will be assertive or confrontational when trying to clarify instructions?

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Question # 5

Tell us about an occasion when you had to give an explanation of what you could realistically deliver, and why was this issue important?

Answer:-

If the delivery falls short or there is a problem, then immediate steps can be taken to correct the problem. Should have realistic expectations based on skills and/or abilities.

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Question # 6

What is Proactive Behavior?

Answer:-

A candidate's ability to take the initiative is one area often explored. Proactive behavior questions help the interviewer see whether a candidate has taken charge or not in the past. Some questions that an interviewer might ask are "Have you ever performed a task that wasn't your responsibility but needed to be done? If so, what was the task and the outcome?" or "Please provide an example of a project you initiated on your own. Why did you take the initiative? What was the outcome of your actions?"

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Question # 7

What is Inspirational Behavior?



Answer:-

Another area that interviewers explore is a candidate's desire and ability to motivate others. These questions help the interviewer determine whether the candidate made the effort to motivate others and whether that effort resulted in increased morale and productivity. They also help the interviewer see if a candidate appears confident of his ability to motivate others. Questions might include "Please provide an example of a time when you motivated your coworkers. What was the outcome of your actions?" or "Can you provide an example of a time when you failed to motivate a coworker whom you attempted to help?"

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Question # 8

What is Confrontation Behavior?

Answer:-

Interviewers also focus on a candidate's ability to handle confrontations and resolve conflicts. Confrontation questions reveal whether a candidate ever stood up for something he believed in or persuaded someone to see things from his perspective. They can also help reveal a candidate's past methods for resolving conflict, as well as his ability to negotiate and see issues from different perspectives. Questions might include "Please provide an example of a time when you informed a superior you were unable to do something he asked. What did you say?" or "Please detail a situation in which someone didn't agree with you. How did you react?"

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Question # 9

Suppose if a clash of personalities were occur with a colleague of you , what steps would you take to make working relationship run smoothly?

Answer:-

Things to look for:

Does the job seeker seem to have the ability to solve this issue? What steps would they take? Does the thought of a personality conflict intimidate them? Do they seem confrontational or quietly assertive?

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Question # 10

Suppose If I'm assertive about what I know and what I can do, would not that make me sound egocentric? Should not I be more modest?

Answer:-

Being assertive and let people know you are clever and skilled is not being immodest or egocentric. Sometimes you have to toot your own horn, so to speak, and there is nothing wrong with that. If you do not do it, who will? Sometimes being modest is not a good thing. It makes you sound like you cannot say anything positive about yourself. It also indicates that you cannot give or receive compliments.

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Question # 11

Tell me have you ever been in situation at work, When you have been motivated to question an ethical issue?

Answer:-

Evaluate the answer and try to see if the job seeker is intimidated by authority figures; are they prepared to protest something they do not believe in; are they able to see things from someone else's perspective.

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Question # 12

Suppose if I toot my own horn, as you say, would not people expect me to be great 100% of the time? What if I screw up?

Answer:-

Without being assertive and letting others know of your skills and accomplishments, you will miss out many opportunities. Since no one is perfect, you will make mistakes occasionally. Own up to them and learn from them, then move on.

Even if you mess up once in a while, you will be respected far more for giving it your best shot than by not trying at all. As Wayne Gretzky, the hockey player said, You'll always miss 100% of the shots you don't take.

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Question # 13

Why is it to much difficult to be assertive?

Answer:-

There may be several reasons that people may struggle to be assertive. For some, there may be an underlying belief that others will not like them if they do not do things as others want them to do. They may believe that others will be hurt or disappointed if they say no to a request. There may be a strong belief that others should come first. They may believe that they do not have the right to speak their own needs and opinions. For others, they may not know exactly what they want out of life and so they go along with others who have stronger opinions. These types of beliefs can be deeply ingrained but very limiting. Other barriers to assertiveness may include high levels of anxiety or fear about being assertive and a lack of skills for effective self-expression.

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Question # 14

What are the additional purpose of Assertive behavior questions?

Answer:-

Assertive behavior questions also generate verbal and physical responses that can quickly reveal to interviewers candidate confidence levels. Confident candidates usually share in detail their stories of past assertive behavior and successes in a calm, clear and eager manner. Their confidence shows through body language such as steady eye contact, good posture and a smile. Un-confident candidates usually have difficulty answering questions and may not sound enthusiastic or provide clear details. Their lack of confidence can also show through body language such as poor eye contact, closed arms or a frown.



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Question # 15

Describe the benefits of being assertive?

Answer:-

Assertiveness promotes self-confidence as you learn to make better decisions for yourself and increase the chances that you will get what you want from your life. It maximizes your sense of control of your life and your emotions as you learn to appropriately express your concerns instead of bottling up those concerns. Aside from personal benefits, assertiveness has a direct positive effect on your relationships. When you are appropriately assertive in your relationships, you will find that others respect you, that conflict is minimized, that others trust you because you have established boundaries and certainty about what to expect. Assertiveness with others increases the chances that they will give you honest and genuine feedback that will help you grow in your own life as well. Assertive behaviors also allow others to grow because you are able to give them open and honest feedback.

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Question # 16

Define assertiveness?

Answer:-

Assertiveness is a way of communicating to others in a direct, open, and honest manner about your individual rights and needs. In communicating with others in an assertive way you are able to express who you are, to respect yourself, and to value your own opinions and beliefs. Assertiveness is never done in a way that violates the rights of others and does not involve hurting others in physical or emotional ways. The goal of assertiveness is effective communication and mutuality in relationships?equalizing the balance of power in relationships through giving and getting respect and leaving room for compromise when the rights and needs of two people conflict.

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Question # 17

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Question # 19

Can you explain an occasion when you have had to motivate and boost the morale of your colleagues?

Answer:-

Evaluate how positive and confident the applicant appears to be when discussing their ability to motivate co-workers. Do they seem confident that they can improve productivity in difficult situations?

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Question # 20

Have you ever been in a situation, at work, when you have been motivated to question an ethical issue?

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Question # 21

I am a woman and I am not sure its considered feminine to be assertive all the time. Men can get away with it, but not women. Will men in my office hate me if I try to be assertive in the workplace?

Answer:-

It is unfortunate that assertive women often have more trouble at work than their male counterparts. However, that should not stop any woman from standing up for herself in the workplace. If you possess the skills necessary for the job and have the experience and the drive, you can assert yourself and get what you want. A



woman in a management position may find herself walking in a fine line. She must be assertive in order to do her job, but may be thought of as pushy or unfeminine when she does. Oddly enough, studies done on this topic showed that the criticism came mostly from other women, not the men in the workplace. Someone once said that we should learn to live without the good opinions of others. If your career is important to you, you will have to learn to be assertive and be selective about considering other people's opinions.

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Question # 22

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Question # 23

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