

Employability Skills Interview Questions And Answers Guide.



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Employability Skills Job Interview Preparation Guide.

Question # 1

What does EES stand for?

Answer:-

EES stands for Essential Employ-ability Skills.

- * Employ-ability skills are the "career capital" that people need to get a job and acquire job-specific skills while on the job.
- * They are integrated and used in varying combinations across business, education, government and society and are transferable between contexts.
- * Employers recognize that success comes when their employees have the right combination of generic employ-ability skills and technical skills, knowledge and expertise.
- * Employ-ability skills development has always been an important implicit component of school, college and university education.

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Question # 2

What are the EES learning outcomes?

Answer:-

- 1) Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
- 2) Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- 3) Execute mathematical operations accurately.
- 4) Apply a systematic approach to solve problems.
- 5) Use a variety of thinking skills to anticipate and solve problems.
- 6) Locate, select, organize, and document information using appropriate technology and information systems.
- 7) Analyze, evaluate, and apply relevant information from a variety of sources.
- 8) Show respect for the diverse opinions, values, belief systems, and contributions of others.
- 9) Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- 10) Manage the use of time and other resources to complete projects.
- 11) Take responsibility for one's own actions, decisions, and consequences.

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Question # 3

How you do the job?

Answer:-

Whether it's menial and tedious, or tough and high-paying, learn how to do the job, regardless of how difficult you think it might be. Promotions are most commonly based your ability to do your job, loyalty to the company, your aptitude, and your educational background. If you don't know how to do something, go find out; don't make excuses for why you didn't do it.

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Question # 4

How you cultivate good relationships?

Answer:-

Cultivate good relationships with the people in your organization; they are the experts in their departments. Treat all co-workers with courtesy, respect, and kindness because they hold more power than you realize, and your reputation with them matters. Do not hang out with other employees who mistreat, disrespect, or talk down to others.

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Question # 5

On what timing you should arrive on job?

Answer:-

Be on time. Always arrive early. Be at least 15 minutes early every day. That way, if you are running late, you will be on time. If you have to park far away, you will walk in and still not be late. If your client is early, you will be there to greet him or her, and not leave someone waiting for you - even if you arrive on time.

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Question # 6

How you get the opportunity to learn new skills?

Answer:-

When you get the opportunity to learn a new skill, receive training for a different activity, or take a study course paid for by your employer--do it! Cross-training, new skill sets, and further education show that you are intelligent and value life-long learning. If push comes to shove, and people are let go, you stand a better chance of being retained than those who can only do one thing.

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Question # 7

What to ask supervisor when you are on duty?

Answer:-

Ask your supervisor what the expectations for outcome are. This will immediately make you stand out from 95% of the other employees. Mean what you ask and follow through on your promises.

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Question # 8

Can anyone drag his feet in office?

Answer:-

We mean this in a literal way. Pick your feet up and walk proud, and get right to your work - don't procrastinate or let things drag up to the deadline, and then jump in to get it done in a fast flurry at the end. It makes your boss crazy. Gain a reputation for having your act together more so than the majority of people.

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Question # 9

Would you learn to take criticism gracefully?

Answer:-

It will provide you with valuable ideas about what people expect from you, any weak areas, and what you need to work on first. If a boss or coworker criticizes you in a way that hurts or angers you, wait until you cool/calm down and ask them if you can talk with them. Tell them how you felt, but tell them that you would like to fix the issue and want them to talk with you about what needs to be changed.

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Question # 10

How you work in office?

Answer:-

Be quiet and work. Quit gossiping and get to work. Your employer is not paying you to gossip. Of course, you want to establish a good rapport with your co-workers, and a little chatting is inevitable and desirable. But spending a half hour regaling your co-workers with your previous evening's adventures will not make your boss love you. When one of you is talking a lot, two of you are not working a lot. Note: if your boss walks by and two of you are talking, no big deal, but wrap up the conversation so that the boss won't see the same sight on her way back. The same goes for a group of you. If you are part of a group who is talking when the boss walks by, discreetly excuse yourself to return to your area after a few seconds. If your boss hears that you are gossiping behind their backs or planning a secret meeting to approach your boss is not the solution. This may just make you look like a instigator or conspirator.

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Question # 11

Tell me what employer should do in his free time?

Answer:-

Always be productive. Don't let paper sit on your desk for days on end. Get the work done and move on to the next thing as quickly as possible.

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Question # 12

What dress employ should wear to come on job?

Answer:-

Dress appropriately for your job.

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Question # 13

How you hold your head?

Answer:-

Hold your head high and be confident. A calm, assured energy will take you much farther than carrying yourself in a hunched up ball.

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Question # 14

Can an employ take phone calls on job?

Answer:-

Don't spend a lot of time on personal phone calls. Work is for work. Keep cell phones in your locker and limit personal calls on work phones to emergencies.



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Question # 15

What good employs should do in the last 15-20 minutes of duty?

Answer:-

Use the last 15-20 minutes of your shift. People notice who runs to the clock out stations prior to shift end. One of the best uses of this time is to organize your work space for tomorrow. Take a moment to put away loose papers, sweep, wipe down surfaces, and locate things you'll need.

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Question # 16

What offer should good employ give to their junior employees?

Answer:-

Offer junior employees guidance and encouragement. Offer to show them the ropes or offer training tips. Remember how it felt to be the newbie. Be a mentor. If you are not sure someone understood something, be willing to ask if they need assistance. Don't do the work for them, teach them instead. Be careful what you say to new employees; don't air your grievances, frustrations, or interpersonal conflicts. Don't gossip.

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Question # 17

Can employ argue with other junior and senior employs?

Answer:-

Acceptance is the Key. Don't argue a lot, your company's policies is what your boss has to follow. So if you found something wrong, try to understand your boss's perspective, but without arguing. Use a good and quiet way to understand the problem point. You may just realize that things happen for a reason and not necessarily for a season. Policies are implemented for reasons of the good of the whole.

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Question # 18

How you get the job done?

Answer:-

Volunteer or be active in projects to get the job done. Don't worry about who gets credit your boss knows much more than you think. Be a team player. In addition, volunteering allows you to choose the part you will play. If you don't choose, chances are it will be chosen for you. Either way, you'll be responsible for some facet, so be one of the first to step forward when you can.

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Question # 19

What employer should do whenever a boss or a co worker does something good for him/her?

Answer:-

Be appreciative, always say thank you whenever a boss or a co worker does something good to you, it will always motivate them to do more good to you.

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Question # 20

Could you have the ability of Adaptable/decisive and effective learner?

Answer:-

Employees who know how to adjust themselves to new environment, willing to learn new things (quick learners) and perform their best in changes are likely to be the best performers in any organization.

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Question # 21

Tell me are you honest?

Answer:-

A good employee is honest about his/her work and qualifications. Self criticism and willing to receive feedback (bad as good) is essential to become a good learner.

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Question # 22

Tell me are you ethical?

Answer:-

Work rules are made to be followed. There is decorum of every place that ought to be kept. A good employee follows the policies of the company and inspires others to do so too.

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Question # 23

Where to give your credit?

Answer:-



Give credit where it is due. One of the most prevalent practices doing the rounds in offices today is stealing the credit of a job well done. A good employee will not only truthfully let the right co-worker have her credit but also share her own accolades with his team.

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Question # 24

Can employ speak politely or not?

Answer:-

Being friendly and approachable will never harm. a good employee greets her co workers a 'good morning', says little courteous things like 'thank you' and 'you are welcome'. These things may appear insignificant but go a long way in establishing the person as favorite employee.

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Question # 25

Tell me are you hard worker?

Answer:-

There is no substitute to hard work. Although everyone seems to say that they work hard not many keep on working after being at the job for a while. So, one has to keep reminding oneself about the importance and significance of working hard as an employee.

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Question # 26

Tell me would you like to help others?

Answer:-

Everyone appreciates a helping hand every now and then. Do not hesitate in helping out others. This make the person establish friendly relations with the coworkers and keeps the office running smoothly which in turn is appreciated by the employers.

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Question # 27

Can employ gossips on job?

Answer:-

The person should always remember that she came to the office to work, to make a career. Do not spread office gossip or rumors. Respect the privacy of the co workers. Safeguard and protect the confidential nature of office business and transactions.

If you are an employee who has just started out a career and joined a company, working/improving the right traits can help you in the long run. Knowing the best qualities of employees, may help you find a stronger foothold in the company and increase your chances of getting promotions and success.

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Question # 28

How you maintain a clean job performance record?

Answer:-

Maintain a clean job performance record. Do a good job, show up on time, keep a good attendance history. When you find out someone has been let go, you often find out later that there were underlying circumstances that led to their dismissal--including frequent absences, missed deadlines, reprimands for unprofessional behavior, or too many customer complaints. If you don't do that, you don't have room to negotiate.

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Question # 29

What makes an employee good?

Answer:-

If there is one thing that everyone can agree upon in the job market, it is that great employees are hard to come by. Whether you are an employee yourself and you feel like you are always pulling the weight of the other people in the office or if you are a boss who is wondering how you can actually get some people on board who can do the job, you know that great employees are at a premium. But what exactly makes an employee great? These ten top things are guides to bosses looking for greatness in a new hire and for employees trying to get noticed in the workplace and be the kind of employee who has the potential to move up in the company chain.

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Question # 30

Can employ would be team player?

Answer:-

Many companies consist of teams. Any company requires an effective team effort. An employer who can contribute is an ideal worker. Someone who is like a fish in the water (of the organization), who can perform well in a team will become a factor sooner or later.

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Question # 31

Tell me are you disciplined and punctual?

Answer:-

Every boss loves a punctual, disciplined and conscientious employee. Time is money. Coming late to office, taking unnecessary breaks, procrastinating and leaving earlier than the usual hours cost money to the company. No employer will ever appreciate this.



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Question # 32

How much well communication is important?

Answer:-

Employers love to hire employees who have the ability to communicate well and express themselves in a clear manner, whether in writing or speaking. Inaccurate/inappropriate communication between employees can cause many problems to the company.

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Question # 33

Tell me will employ would be self-motivated?

Answer:-

A good employee never hesitates of taking responsibility or a more responsible position. She also ready to work beyond the call of duty in order to meet goals or to solve problems, even if the job in discussion is not one of the regular works she is usually assigned.

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Question # 34

What is the mean by an employee having a will issue or a skill issue?

Answer:-

Will issue is when an employee is not interested in working or completing the task assigned, no matter how urgent or critical the situation is, the employee or team member will not perform or show productivity neither will give quality work.

Skill issue is when an employee is interested in working or performing the assigned task but is incapable of doing so, there can be many reasons:

- 1) not experienced
- 2) does not have knowledge or not trained
- 3) does not have certified

The skill issue employee can be trained and if given the correct direction they always perform and show their caber and give better output.

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Question # 35

How you behave professionally?

Answer:-

This is a business, not a playground. People talk, and workers know the difference between a person who is fun to work with and a person who is always fooling around. Fun means a good personality, a joke or two, and a smile. Fooling around is wasting your time and that of others, being frequently off-task, and often being seen standing in the work-space of others instead of in your own.

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Question # 36

How to be a part of the solutions of the problem?

Answer:-

Be part of the solutions. Quit whining about what's wrong and start being vocal about what's right! A positive attitude goes a long way with many supervisors. When you go to the boss with a problem, go with at least one suggestion in mind for a solution. Even if the boss doesn't take your suggestion, you will look like a problem-solver, not a complainer. Your boss has their own private lives to leave at the door, so do you. If you keep piling on the emotional baggage, then your boss may see that you can't balance your personal life from your work life. They will not approach you when they want to ask employees about perhaps open door advice when it comes to work related group efforts.

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Question # 37

What is a good employee?

Answer:-

A good employee is someone who is not a kiss ass to their boss. An employee who comes to work on time, an employee who is not conceited, love to go to school to learn something new and not to get free experience at work (when some employee pay thousands of \$ just to be promoted). A good employee is not putting their-self up and gossiping of other employee.

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