

Listening Skills Interview Questions And Answers Guide.



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Listening Skills Job Interview Preparation Guide.

Question # 1

Describe an incident when you had to listen attentively in order to act quickly enough to meet a deadline?

Answer:-

Answer should show that applicant has good listening skills and that they are a dependable person who responds accurately to the central issues.

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Question # 2

Relate an occasion when you withheld your own opinion, and tried to obtain the opinion of others, and why was this action important?

Answer:-

Applicant should know that as a team player the views of others are important. The ideology of the phrase "There is no 'I' in team" should be represented. Ego and/or narcissism should not be a trait applicant expresses.

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Question # 3

Are you capable of getting to the bottom of a situation, when some one is incapable of communicating what they really mean? If so how do you achieve this?

Answer:-

Applicant should be able to understand work-related language, be able determine what a co-worker is trying to say, and be intuitive in recognizing human emotions.

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Question # 4

Give an example of a time when you had to ask direct questions to bring out diverse opinions on a central issue?

Answer:-

Job seeker should have the skills to convince others to fully participate in a discussion and help them expand on their ideas.

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Question # 5

How do you deal with situations when others are finding it hard to communicate effectively with you?

Answer:-

Candidate should have the ability to use their listening and interviewing skills to clarify issues and make points easier to understand. They should be able to influence the conversation in a way that allows other people to effectively communicate; should not be impatient.

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Question # 6

What do you do when someone is deliberately giving you vague, dissembling, or even obstructive information, which hinders your ability to complete a task?

Answer:-

Applicant's should be capable of determining what information is correct. By clarifying with a superior or researching they work around the obstruction. They should try to bring the conversation to a satisfactory conclusion, but always have the best interests of the company in mind.

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Question # 7

Tell me when was last time that you volunteered to expand your knowledge at work, as opposed to being directed to do so?

Answer:-

Candidate should demonstrate a level of personal enterprise and initiative to acquire work knowledge voluntarily.

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Question # 8

Tell me when did you last acquire effective knowledge in your own time and how can you apply this towards your career?

Answer:-

Candidate should display an aptitude for personal growth by independently learning and should be prepared to utilize that knowledge in multi-lateral ways.

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Question # 9

When was the last seminar you attended? How did you apply this new-found knowledge towards your work?

Answer:-

Candidate should demonstrate a real commitment to formal education, as well as the ability and imagination to apply these new concepts directly within the work place.

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Question # 10

What did you learn from recent mistake and in what areas can you utilize that knowledge in the future?

Answer:-

Candidate should display a level of adaptability and be able to apply learning in a resourceful and innovative manner. Candidate should be able to able to acquire knowledge from errors as well as triumphs.

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Question # 11

Define personally fascinating about the areas of your job in which you wish to expand your knowledge?

Answer:-

Job seeker should demonstrate a provable level of interest and creativity for all aspects of his/her work.

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Question # 12

When was last occasion you asked for direct feedback from a superior or a customer? How did you then use this knowledge to improve your personal performance?

Answer:-

Candidate should be capable of constructively applying all forms of feedback towards creating a better and more efficient performance.

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Question # 13

Which specific areas of work are you really interested in expanding your knowledge of? How you intend to achieve this?

Answer:-

Applicant should be committed to self-development through a continuous learning process, whether at work or away from work. Goal should be to improve their contribution to the work force and/or the company.

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Question # 14

What is learning management skills?

Answer:-

learning Skills management is the practice of understanding, developing and deploying people and their skills. Well-implemented skills management should identify the skills that job roles require, the skills of individual employees, and any gap between the two.

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Question # 15

Tell me about your delegation for growth and development?

Answer:-

- * Understand the different types of delegation
- * Know the benefits and challenges of delegation
- * Recognize your comfort with delegation
- * How to conduct an effective delegation conversation
- * Practice your delegation skills

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Question # 16

How yuo can create a motivational climate?

Answer:-

- * Define motivation and your role in creating a motivational setting
- * The cost of demotivation and disengagement
- * Recognize important elements of the motivational process
- * Create your own practice for building a motivational climate



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Question # 17

Tell me about your performance in coaching?

Answer:-

- * How does coaching develop, enhance and achieve goals.
- * Know the requirements and importance of coaching.
- * Practice coaching and correcting difficult and challenging behaviors.
- * Use the AMA Guide for managing a coaching discussion.
- * Identify the differences between coaching and discipline.

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Question # 18

How you will benefit the company with your listening skills?

Answer:-

- * Gain a deeper understanding of your roles and responsibilities
- * Improve communication to effectively set expectations for yourself and your direct reports
- * Adapt your leadership style to meet the needs of individual team members
- * Communicate organizational goals that get results
- * Apply delegation strategies to increase productivity and motivation
- * Use effective coaching techniques to maximize your team's performance

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