

Employability Skills Interview Questions

Here are some employability skills interview questions, largely focused on a behavioral approach that you may face in an interview. Being prepared with how to answer these questions is the key to a successful interview.

Interpersonal Skills

- *Describe how you developed relationships with others when you were new on your current/ most recent job.
- *Have you ever worked for an extremely talkative manager? How did you ensure you were communicating effectively?
- *Have you ever worked for a very reticent manager? How did you ensure you were communicating effectively?
- *Describe a time when you had problems with a supervisor and had to communicate your unhappy feelings or difficult disagreements. Tell me what you did and what happened.
- *What words do your current co-workers use to describe you and how accurate do you think these are? If they are not accurate, what do you think caused the person to choose that word?
- *Tell me about a time when you became involved in a problem faced by a co-worker -how did it happen, what did you do and what happened?
- *When you are dealing with co-workers or customers, what really tries your patience and how do you deal with that?
- *Describe a situation when one of your decisions was challenged by higher management; what did you do and how did you react?
- *Describe how you changed the opinion of someone who seemed to have a very negative opinion of you.
- *Describe some of the most unusual people you have known - what was different about them and how did you work with them?
- *Give me an example of how you handled a very tense situation at work.
- *How skillful do you think you are at "sizing up" others? Give me an example.

Oral Communications

- *What types of experiences have you had dealing with irate customers or clients?
- *What was the hardest "sell" of a new idea or method you have had to make to get it accepted?
- *Tell me about a time when you "put your foot in your mouth" and what happened.
- *Describe a problem person you have had to deal with at work, what did you say?
- *What has been your experience in dealing with the poor performance of subordinates?