

Sample Questions with Answers

HR & Soft Skills - HR Interview

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HR & Soft Skills

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Question 1:

What is the most important quality for a team leader?

- A) Technical expertise
- B) Communication skills
- C) Years of experience
- D) Educational background

[ANSWER] Answer & Explanation:

Communication skills are essential for a team leader as they need to effectively convey ideas, provide feedback, and ensure team coordination.

Question 2:

How do you handle work-life balance?

- A) Work always comes first
- B) Personal life is more important
- C) Maintain clear boundaries and prioritize effectively
- D) Work overtime whenever needed

[ANSWER] Answer & Explanation:

Maintaining clear boundaries between work and personal life while prioritizing tasks effectively helps achieve a healthy work-life balance.

Question 3:

What motivates you most at work?

- A) High salary only
- B) Learning new skills and contributing to team success
- C) Easy workload
- D) Flexible working hours only

[ANSWER] Answer & Explanation:

Being motivated by learning opportunities and contributing to team success shows professional growth mindset and team orientation.

Question 4:

How do you handle criticism from your supervisor?

- A) Ignore it completely
- B) Argue back immediately
- C) Listen carefully and use it for improvement
- D) Take it personally

[ANSWER] Answer & Explanation:

Constructive criticism should be viewed as an opportunity for growth and improvement rather than a personal attack.

Question 5:

What is your approach to meeting deadlines?

- A) Rush through tasks at the last minute
- B) Plan ahead and break tasks into manageable parts
- C) Ask for extensions regularly
- D) Work overnight to complete tasks

[ANSWER] Answer & Explanation:

Effective time management involves planning ahead and breaking large tasks into smaller, manageable components to meet deadlines consistently.

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