

Co Workers Interview Questions And Answers Guide.



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Co Workers Job Interview Preparation Guide.

Question # 1

Suppose if you saw a coworker doing something dishonest, what would you do?

Answer:-

According to the employee handbook, contract, or past practice, inform the most relevant authority(ies) about specific behaviors witnessed. Follow handbook, contract, or past practice concerning handling the potential dishonest behavior. Don't immediately assume that the coworker is guilty of dishonest behavior. Use appropriate compliance hotlines if available. Contact human resources for compliance help. Don't spread the potential dishonest activity news to employees or others who do not have responsibility over the matter.

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Question # 2

Tell me in what business situations do you feel honesty is inappropriate?

Answer:-

In the Movie "Liar, Liar," the actor Carey portrayed a lawyer who shared his honest feelings to all around him. Sharing honest feelings, especially ones of anger, frustration, and hate, may be inappropriate and also based on inadequate information about another person or situation.

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Question # 3

What should the relationship between a supervisor and their employee consist of?

Answer:-

The relationship should be an honest, open, and trusting one where questions can be asked and opinions can be expressed without concern of retaliation.

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Question # 4

Suppose You have recently been promoted to a manager position. You are aware of another employee who is using the computer in an unethical way. This other employee used to be your co-worker. How would you handle this?

Answer:-

Follow handbook, contract, or past practice concerning handling the potential dishonest behavior. Don't immediately assume that the supervisor is guilty of dishonest behavior. Use appropriate compliance hotlines if available. Contact human resources for compliance help. Don't spread the potential dishonest activity news to employees or others who do not have responsibility over the matter.

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Question # 5

Tell me how far is too far for monitoring employee movement, within and outside the confines of the company?

Answer:-

There should be a balance between the need to know information about the whereabouts of employees and the need for privacy. Keep up with employee handbook policies and laws concerning this matter.

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Question # 6

Suppose You feel that you are a very good employee and others, including your boss, are telling you that you don't measure up - what would you do in this case?

Answer:-

Find out what specific behaviors are inadequate. Even if the impressions are wrong about you, do not retaliate.

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Question # 7

Suppose you feel that you are a very good employee and others, including your peers, are telling you that you don't measure up - what would you do in this case?

Answer:-

Find out what specific behaviors are inadequate. Even if the impressions are wrong about you, do not retaliate.

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Question # 8

How do you deal with employee handbook policies that have contradictory values?

Answer:-

If the handbook is inadequate, there are several other ways to deal with contradictions such as

- * Consider past practice.
 - * Consider joint recollection of what the parties intended to mean when the handbook was written.
 - * Consider letters of understanding that help explain the handbook policies.
 - * Consider what other arbitrators, companies, or court cases have done in that, or similar, situations.
 - * Consider costs (financial, social, ethical, etc.) of doing things in different ways.
- Consult with management and human resource management concerning potential contradictory policies.

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Question # 9

Suppose if you knew that your supervisor was doing something unethical, what would you do?

Answer:-

- * Follow handbook, contract, or past practice concerning handling the potential dishonest behavior.
- * Don't immediately assume that the supervisor is guilty of dishonest behavior.
- * Use appropriate compliance hotlines if available.
- * Contact human resources for compliance help.
- * Don't spread the potential dishonest activity news to employees or others who do not have responsibility over the matter.

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Question # 10

Share if you have experienced a loss for doing what is right?

Answer:-

Determine how the candidate defines "what is right."

Determine how the candidate defines "a loss." Is there a loss in terms of fundamentalism, social institutions, moral agency or virtuous organizations as a whole?

- * Fundamentalism: Financial and legal responsibility only "Business of business is profit."
- * Social Institutions: Social contract exists beyond economics and legalities. Need to accommodate stakeholders' interests.
- * Moral Agency: Moral obligations similar to people. Morality and ethics are part of culture: The 'right thing to do.'
- * Virtuous Organizations: Organizations that foster the good society. Obligation to build a better world.

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Question # 11

Tell me what would you do if someone in management asked you to do something unethical?

Answer:-

- * Determine how the candidate defines ethics.
- * Determine how the candidate views their role in cases of ethics.
- * Determine how the candidate views power.

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Question # 12

Suppose there is a former employee of your company who wants to come back to work for you. You have an opening for which the former employee is qualified. Should you post the position? Why or Why not?

Answer:-

Find employee handbook, contract, and legal constraints to not posting jobs first.

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Question # 13

Tell me if a company has a diversity policy, including sexual orientation, and there were employees who complained about this facet of the policy, what would you do?

Answer:-

According to the Hewlett Packard Case, a company has a right to enforce such diversity policy.

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Question # 14

Suppose if a company provided beeper includes several different tones, including the song, "Dixie," and an employee is offended by the fact that a beeper holder chose this option. What would you do?

Answer:-



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Follow handbook, contract, or past practice concerning handling potentially offensive behavior.
Don't immediately assume that the employee is guilty of offensive behavior.
Contact human resources for policy help and interpretation.

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Question # 15

If you were new to a company that did not have an ethics or compliance program, where would you start for information?

Answer:-

- * Type "Ethics Programs" or "Compliance Programs" on a search engine.
- * Find existing ethics compliance programs published through the Bureau of National Affairs, Commerce Clearing House, etc.
- * Check your local library for ethics books and texts.
- * Check the Journal of Business Ethics.

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Question # 16

Suppose your boss has a principle that he/she strongly believes in and the program has decayed. The program is hurting the organization and the boss wants you to still push this program with the employees, what will you do?

Answer:-

The buck stops at the top. Contact the boss to discuss specific concerns about the program. Discuss alternatives.

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Question # 17

Tell me what would you do if the work of a subordinate or team member was not up to expectations?

Answer:-

Luckily, I have quite a bit of previous team experience, and have faced this situation a few times in the past -- so let me tell you how I've learned to handle the issue. The most important first step in dealing with an underperforming subordinate or team member is honest communications -- talking with the person can lead to some surprising discoveries, such as the person not understanding the assigned tasks to being overwhelmed with the assignment. Once I discovered the problem, I could then forge a solution that usually solved the problem and allowed the work to move forward. So often in situations like this, the problem is some combination of miscommunications and unrealistic expectations.

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Question # 18

Suppose if A co-worker tells you in confidence that he/she plans to call in sick while actually taking a week's vacation. What would you do and why?

Answer:-

I would tell this co-worker that being dishonest to her boss, as well as her co-workers, is not wise, and being dishonest in her job is wrong. I would say how we all want more vacation time, but we have to earn it -- and that taking this extra time hurts everyone in the department because the person's absence will affect productivity.

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Question # 19

How would you handle the situation if you met resistance when introducing a new idea or policy to a team or work group?

Answer:-

The best way to convince people is to be able to understand where they are coming from and address their questions and concerns about the new idea directly. It is also important to stay confident and believe in yourself because if you don't buy it, no one else will either.

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Question # 20

Tell me what would you do if the priorities on a project you were working on changed suddenly?

Answer:-

I would notify everyone working on the project of the changes. I would then want to know why the priorities have changed, and if there is risk of them changing again in the future. I would then meet with everyone involved with a new strategy to address the new priorities.

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Question # 21

Suppose if you believed strongly in a recommendation you made in a meeting, but most of your co-workers shot it down? How would you handle it?

Answer:-

I would continue to explain why the recommendation was good, giving concrete examples what the benefits of my recommendation could be. Ultimately if my co-workers continue to resist my recommendation I would have to let it go and move on.

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Question # 22

What would you do if in a training session, you find that the trainer has a thick accent, and you can't understand what's being said?

Answer:-

Certainly not call the trainer out on it. I would try my best to understand what the trainer is saying, ask many questions to clarify any unclear parts about the session



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and compare notes with someone in the session afterwards. This way I could make sure that I understand what was being explained and discussing it afterwards would help reinforce the things I learned in the session.

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Question # 23

Suppose if you realized at deadline time that a report you wrote for your boss or professor was not up to par? What would you do?

Answer:-

Hopefully this would never happen to me since I always make sure to plan my time properly to ensure that my work is always done. If it ever did happen I would meet with my boss and explain the situation and request an extension. I would also evaluate my actions and identify what I did wrong to not complete my work and make sure that it did not happen again.

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Question # 24

Tell me how would you deal with a colleague at work with whom you seem to be unable to build a successful working relationship?

Answer:-

This situation would certainly be unique to me. Ever since I can remember, I've had a knack for finding something in everyone that then becomes common ground for a friendship and/or good working relationship. Certainly there are all types of people, some less motivated to work in teams or simply unhappy in their jobs, but we're all people when you strip away titles and such -- and it's at that base level in which I find a connection that results in some degree of rapport -- even when few others can do so. For example, in my senior year of college, I was placed onto a team that had one member that the rest of the team disliked. This team member was kind of an outcast, but I knew we needed this full commitment to make the project work. Even though I was not the team leader, I took it upon myself to forge a connection -- and discovered we had a mutual passion for horses. We did not end best friends or anything, but through our common interest, I was able to build enough rapport to connect and engage him as a key team member. There is always something that bonds us all together -- it is just harder to find with some people than with others.

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Question # 25

What would you do if you disagree with the way your supervisor says to handle a problem?

Answer:-

I would evaluate why I disagreed with my supervisor and come up with a different way that I think the situation should be handled. I would then sit down with my supervisor -- in private -- and discuss the problem with him and how I think it should have been addressed.

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Question # 26

List the steps that you would take to make an important decision on the job?

Answer:-

- * How would the company benefit from this?
- * How does it relate to the company's values and beliefs?
- * What are the negative and positive impacts this decision has on the company?

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