# Soft Skills Interview Questions And Answers Guide.



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# Soft Skills Job Interview Preparation Guide.

### Question # 1
What is Soft Skills?

**Answer:-**

Soft skills is a term often associated with a person's "EQ" (Emotional Intelligence Quotient), the cluster of personality traits, social graces, communication, language, personal habits, friendliness, managing people, leadership, etc. that characterize relationships with other people.

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### Question # 2
What is teamwork and collaboration?

**Answer:-**

Employers want employees who play well with others who can effectively work as part of a team. "That means sometimes being a leader, sometimes being a good follower, monitoring the progress, meeting deadlines and working with others across the organization to achieve a common goal.

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### Question # 3
What is Communication Skills?

**Answer:-**

This doesn't mean you have to be a brilliant orator or writer. It does mean you have to express yourself well, whether it's writing a coherent memo, persuading others with a presentation or just being able to calmly explain to a team member what you need.

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### Question # 4
What is Adaptability?

**Answer:-**

This is especially important for more-seasoned professionals to demonstrate, to counter the (often erroneous) opinion that older workers are too set in their ways. "To succeed in most organizations, you need to have a passion for learning and the ability to continue to grow and stretch your skills to adapt to the changing needs of the organization. On your resume, on your cover letter and in your interview, explain the ways you've continued to learn and grow throughout your career.

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### Question # 5
What is critical observation?

**Answer:-**

It's not enough to be able to collect data and manipulate it. You must also be able to analyze and interpret it. What story does the data tell? What questions are raised? Are there different ways to interpret the data? "Instead of handing your boss a spreadsheet, give them a business summary and highlight the key areas for attention, and suggest possible next steps.

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### Question # 6
What is problem solving?

**Answer:-**

Be prepared for the "how did you solve a problem?" interview question with several examples, Think of specific examples where you solved a tough business problem or participated in the solution. Be able to explain what you did, how you approached the problem, how you involved others and what the outcome was in real, measurable results.

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### Question # 7

What you mean by goals in problems?

**Answer:-**

Problems involve setting out to achieve some objective or desired state of affairs and can include avoiding a situation or event.
Goals can be anything that you wish to achieve, where you want to be. If you are hungry then your goal is probably to eat something, if you are a head of an organisation then your main goal may be to maximize profits. In the example of the CEO the main goal may need to be split into numerous sub-goals in order to fulfill the ultimate goal of increasing profits.

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**Question # 8**

What is a problem?

**Answer:-**

The concise defines a problem as:
* A doubtful or difficult matter requiring a solution.
* Something hard to understand or accomplish or deal with.

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**Question # 9**

List the common features of all the problems?

**Answer:-**

All problems have two features in common:
* Goals
* Barriers

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**Question # 10**

Why is it important to be a good problem solver?

**Answer:-**

A fundamental part of every manager's role is finding ways to solve problems. So, being a confident problem solver is really important to your success. Much of that confidence comes from having a good process to use when approaching a problem. With one, you can solve problems quickly and effectively. Without one, your solutions may be ineffective or you will get stuck and do nothing, with sometimes painful consequences.

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**Question # 11**

How problem solving skills help you?

**Answer:-**

Having good strong problem solving skills can make a huge difference to your career. Problems are at the center of what many people do at work every day. Whether you are solving a problem for a client (internal or external), supporting those who are solving problems or discovering new problems to solve, the problems you face can be large or small, simple or complex and easy or difficult.

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**Question # 12**

What you looking at the problems in terms of goals and barriers help with?

**Answer:-**

Looking at the problem in terms of goals and barriers can offer an effective way of defining many problems and splitting bigger problems into more manageable sub-problems.

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**Question # 13**

What is important in defining the problems?

**Answer:-**

At this stage, it is also important to ensure that you look at the issue from a variety of perspectives. If you commit yourself too early, you can end up with a problem statement that is really a solution instead.

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**Question # 14**

Give example of defining the problem?

**Answer:-**

Example:
Consider this problem statement:
We have to find a way of disciplining of people who do substandard work. This does not allow you the opportunity of discovering the real reasons for under-performance.

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**Question # 15**

List the stages of problem solving?

**Answer:-**

Effective problem solving usually involves working through a number of stages, such as those outlined below:
* Problem identification
* Structuring the problem
* Looking for possible solutions
* Making a decision

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**Question # 16**

What you know about defining the problems?

**Answer:-**

The key to a good problem definition is ensuring that you deal with the real problem is not its symptoms. For example, if performance in your department is substandard, you might think the problem is with the individuals submitting work. However, if you look a bit deeper, the real issue might be a lack of training or an unreasonable workload.

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**Question # 17**

What you mean by barriers in all the problems?

**Answer:-**

If there were no barriers in the way of achieving a goal, then there would be no problem. Problem solving involves overcoming the barriers or obstacles that prevent the immediate achievement of goals.
Following our examples above, if you feel hungry then your goal is to eat. A barrier to this may be that you have no food available, you take a trip to the supermarket and buy some food, removing the barrier and thus solving the problem. Of course for the CEO wanting to increase profits there may be many more barriers preventing the goal from being reached. The CEO needs to attempt to recognize these barriers and remove them or find other ways to achieve the goals of the organisation.

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**Question # 18**

What is generic method of problem solving?

**Answer:-**

Problem solving consists of using generic methods, in an orderly manner, for finding solutions to problems. Some of the problem-solving techniques developed and used in artificial intelligence, computer science, engineering, mathematics, medicine, etc are related to mental problem-solving techniques studied in psychology.

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**Question # 19**

What is structuring a problem?

**Answer:-**

This stage involves a period of observation, careful inspection, fact-finding and developing a clear picture of the problem.
Following on from problem identification, structuring the problem is all about gaining more information about the problem and increasing understanding. This phase is all about fact finding and analysis, building a more comprehensive picture of both the goals and the barriers. This stage may not be necessary for very simple problems but is essential for problems of a more complex nature.

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**Question # 20**

What is problems complexity?

**Answer:-**

When your problem is simple, the solution is usually obvious and you do not need to follow the four steps we outlined earlier. So it follows that when you are taking this more formal approach, your problem is likely to be complex and difficult to understand because there is a web of interrelated issues.

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**Question # 21**

How to be prepared for problem solving?

**Answer:-**

Be prepared for the "how did you solve a problem?" interview question with several examples, Think of specific examples where you solved a tough business problem or participated in the solution. Be able to explain what you did, how you approached the problem, how you involved others and what the outcome was in real, measurable results.

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**Question # 22**

What you need to be able to do in problem solving skills?

**Answer:-**

You need to be able to:
* Problems can also be opportunities: they allow you to see things differently and to do things in a different way: perhaps to make a fresh start.
* Evaluate information or situations.

* Break them down into their key components.
* Consider various ways of approaching and resolving them.
* Decide on the most appropriate of these ways.

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### Question # 23

Define problem solving implementation?

**Answer:-**

This stage involves accepting and carrying out the chosen course of action.
Implementation means acting on the chosen solution. During implementation more problems may arise especially if identification or structuring of the original problem was not carried out fully.

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### Question # 24

What is monitoring or seeking feedback in problem solving?

**Answer:-**

The last stage is about reviewing the outcomes of problem solving over a period of time, including seeking feedback as to the success of the outcomes of the chosen solution.
The final stage of problem solving is concerned with checking that the process was successful. This can be achieved by monitoring and gaining feedback from people affected by any changes that occurred. It is good practice to keep a record of outcomes and any additional problems that occurred.

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### Question # 25

How literal thinking skill as a key to problem solving?

**Answer:-**

Lateral thinking, is the ability to think creatively or outside the box as it is sometimes referred to in business, to use your inspiration and imagination to solve problems by looking at them from unexpected perspectives. Lateral thinking involves discarding the obvious, leaving behind traditional modes of thought and throwing away preconceptions.

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### Question # 26

What is initiative roles in problem solving?

**Answer:-**

Use initiative to act on opportunities. Become a leader before other people view you as one. Healthy organisations reward those who take the lead, not just those with formal management roles:
* Take responsibility for own objectives, set priorities.
* Display a can do attitude even in demanding situations. Try to solve problems, rather than to pass them on to other people.
* Go the extra mile when asked to do tasks. Go beyond your job description. Do work that gets you noticed.
* Show enthusiasm: this will be noticed and you will eventually be rewarded.
* Take ownership of problems: anticipate potential problems, take emotive action and act quickly to resolve problems.
* Introduce improvements to the way things are done.
* Develop innovative practices. Value innovative thinking.
* Learn new skills that will enhance capability.

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### Question # 27

How literal thinking skill is important in problem solving?

**Answer:-**

It is very important in careers such as advertising, marketing, the media and art and design where you may get questions in the selection process along the lines of write down one hundred ways to use a brick/paperclip, but it can also be of value in the job hunting process itself.

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### Question # 28

What is problem identifications?

**Answer:-**

This stage involves in detecting and recognizing that there is a problem, identifying the nature of the problem, defining the problem.
The first phase of problem solving may sound obvious but often requires more thought and analysis. Identifying a problem can be a difficult task in itself, is there a problem at all? What is the nature of the problem, are there in fact numerous problems? How can the problem be best defined? this should be by spending some time defining the problem you will not only understand it more clearly yourself but be able to communicate its nature to others, this leads to the second phase.

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### Question # 29

How soft skills help you in problem solving?

**Answer:-**

Soft skills help you to evaluate the problem. A logical and methodical approach is best in some circumstances.
Example:

You will need to be able to draw on your academic or subject knowledge to identify solutions of a practical or technical nature.

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