

# Supervisor Interview Questions And Answers Guide.



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# Supervisor Job Interview Preparation Guide.

## Question # 1

What do you consider the most important qualities for a supervisor?

### Answer:-

Include these key competencies or skills that apply to all supervisor jobs. Planning and organizing, problem-solving, decision-making, delegating, motivating, influencing, communicating and managing conflict.

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## Question # 2

Explain your supervisory style?

### Answer:-

When answering supervisor interview questions around your personal supervisory style remember that there is no wrong or right supervisory style. The only criteria is that it should be appropriate to the situation. Your ability to adapt your style to the demands of the person you are dealing with, the task at hand and the circumstances is key to success as a supervisor. Provide examples of how you have had to adapt your supervisory style to meet different needs.

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## Question # 3

How do you motivate your employees/team members?

### Answer:-

The more your employees or team members understand about their jobs and accountabilities the more motivated they are. Show how you ensure each subordinate has clarity about his or her role and responsibilities. Discuss how you set clear, specific and realistic targets that are agreed on rather than dictated. Focus on how you involve employees by asking for suggestions, ideas and feedback.

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## Question # 4

Tell me about a time an employee made a significant mistake. What action did you take?

### Answer:-

This is a behavioral or situational interview question. You are expected to provide an example of how you successfully managed a difficult employee or team member. Find out about How to answer behavioral interview questions. In your answer to this supervisor interview question focus on your ability to communicate openly to understand the cause of the mistake. To discuss with the employee how it can be prevented from happening again. To view the mistake as a learning opportunity to improve future performance.

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## Question # 5

Explain a time you had to introduce important change in your last job?

### Answer:-

Your ability to persuade and influence your employees or team members to accept change is key. Show how you were able to gain support and commitment from them by using the appropriate communication style, by listening and responding to concerns and questions, by asking for their help and commitment and by providing support.

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## Question # 6

Explain a time you had to manage conflict within your department/team/group?

### Answer:-

Your example can show how you identified the source of conflict, used the conflict situation as a constructive process to exchange opinions and ideas and clarify roles and responsibilities. Discuss how you kept the focus on the desired outcome rather than on personal grievances.

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### Question # 7

Tell us about a time you had to coach an employee to perform a task?

#### Answer:-

Coaching and developing others is part of the supervisor function. Supervisor interview questions about coaching and development of employees should include your ability to agree on the outcomes and methods of coaching with the employee, to explain and demonstrate task performance, to observe and provide constructive feedback.

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### Question # 8

Tell us about a short term plan you developed for your department/team/group.  
Tell us how you plan your work schedule?

#### Answer:-

These supervisor interview questions explore your ability to plan and organize. Your interview answer should demonstrate your ability to set priorities, establish objectives and milestones, schedule activities and plan proper use of resources.

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### Question # 9

When evaluating an employee or team members performance what factors are most important to you?

#### Answer:-

This question is designed to assess your performance standards. Show how you set high work standards for yourself and your subordinates, how you communicate your expectations and how you monitor performance.

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### Question # 10

Supervisor Cover Letter

#### Answer:-

Your Name  
Your Address  
Your Contact details (phone and email)  
Date  
Mr Smith  
Director for Operations  
ABC Company  
7 West Parkway  
Long Island, NY 11223  
Dear Mr Smith

In response to your job posting for a Supervisor I have attached my resume for your consideration. I believe that I am an excellent candidate for this position as I have illustrated below.

- \* Solid experience in supervising general operations and allocating tasks and resources to meet company goals
- \* Coordination and control of activities for X departments
- \* Supervision and performance management of up to X employees
- \* Proven success in training and developing employees
- \* Constantly met departmental/organizational targets on time and in good order
- \* Accustomed to handling multiple tasks and meeting tight deadlines in a fast paced work environment
- \* Strong interpersonal skills including proven competency in negotiation and conflict management
- \* Excellent administrative skills
- \* Wide-ranging liaison with management

I would very much like to discuss with you how I could contribute to your organization. Please contact me to arrange a mutually convenient time for us to meet.

Thank you for your consideration

Sincerely  
Joe Jobseeker  
Enclosure

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### Question # 11

Supervisor Basic Questions:

#### Answer:-

- \* How long have you worked as a supervisor?
- \* How many people did you have directly reporting to you?
- \* What were the exact duties and responsibilities at that workplace?
- \* Tell us a major achievement from your previous job, where you showed good sense of leadership?

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### Question # 12

Supervisor Specific Questions:

#### Answer:-

- \* Describe your strengths and weaknesses as a manager.
- \* How would you deal with an underperforming employee? What method have you adopted in the past and was it successful?
- \* What kind of work environment and management style do you prefer?
- \* What do you feel is the most crucial aspect of organizational culture?



## Supervisor Interview Questions And Answers

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- \* Have you ever handled a situation of employee unrest? How have you or how would you handle it?
- \* What method of training do you prefer and why?
- \* How would you inculcate leadership values in employees?
- \* The job of a supervisor is to manage the workforce and ensure that you can get the best out of them. What method would you employ to ensure that the organizational goals and employee targets are achieved on a consistent basis?
- \* Have you ever worked with an errant employee? What kind of problems came up and how did you address them?
- \* What is your preferred employee rewards scheme?
- \* Describe three qualities you possess, which makes you a good candidate for the job of a supervisor.
- \* How would you describe your personality?
- \* Why did you leave your last job?
- \* Name one takeaway from your last job.
- \* What would you consider was a bad experience over your career as a supervisor? What one decision do you regret taking or not taking?

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