

# Workplace Flexibility Interview Questions And Answers Guide.



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## Workplace Flexibility Job Interview Preparation Guide.

### Question # 1

Tell me what are the possible outcomes of flexibility?

#### Answer:-

Flexibility can either give a positive outcome or a negative outcome.

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### Question # 2

Explain the Law of Flexibility?

#### Answer:-

The law of flexibility says that the success is best achieved when you are clear about the goal but flexible about the process of getting there.

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### Question # 3

Explain flexibility leadership?

#### Answer:-

Flexibility leadership is a quality executed by the leaders who are self-aware, create personal guiding principles and are flexible in their leadership approaches. There are a set of leadership traits, behaviors and styles that support flexible leadership. Understand what their strengths and weaknesses are and how they react to different situations is the foundation for a flexible leadership style.

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### Question # 4

Explain dynamic flexibility?

#### Answer:-

Dynamic flexibility is the range of motion which is achieved by actively moving body segment using muscular action. It is important for developing speed and power.

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### Question # 5

Explain static-active flexibility?

#### Answer:-

Static-active flexibility is the ability to stretch an antagonist muscle using only the tension in the agonist muscle.

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### Question # 6

Do you know the other name for static-passive flexibility?

#### Answer:-

Static-passive flexibility is also known as passive flexibility.

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### Question # 7

Tell me something that you would like to avoid in your job?

#### Answer:-

I would like to avoid being micro-managed. I know what I'm doing, and I know how to do it. The manager should just tell me what needs to be done, when it's needed, and the constraints. After that, just let me carry the ball and get out of my way.



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### **Question # 8**

Tell me how Flexibility improves performance?

#### **Answer:-**

Flexibility at work means ready to change and accept changes in role. Change of role means exhibiting your versatility. It also mean one is proactive and assertive. Flexibility helps in tapping our own potentialities and carving a niche in our professional career. This will help in our growth with the organisation growth.

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### **Question # 9**

Explain the different types of flexibility?

#### **Answer:-**

The types of Flexibility are:

- \* Dynamic flexibility also called as kinetic flexibility.
- \* Static-active flexibility also called as active flexibility.
- \* Static-passive flexibility also called as passive flexibility.

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### **Question # 10**

Explain about the continuous changes in company operating policies & procedures?

#### **Answer:-**

Company Policies & procedures are the boundary or like fence we have around our houses. You must stay within the boundary to be safe, and any breach in that boundary will cause you unknowingly.

The changes in the company policies must be in good will of a company and we must adhere with that. If you make your boundary stronger, the only reason is to protect your self better. Same way the tighter and tougher policy is to make work place safe and better.

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### **Question # 11**

Are you effective at meeting deadlines?

#### **Answer:-**

Meeting deadlines is a major part of every job. Without any deadlines, there would be no clear ending point for a project and productivity would slow down. Some jobs in particular have clear deadlines that are always right around the corner. Missing deadlines can mean losing a bid on a project, upsetting clients, losing money or becoming in-compliant with government policies and regulations. That's why it's imperative that employees are able to successfully meet deadlines in the workplace. It's also critical that as a job candidate, you can show that you would be the type of employee that can meet tight deadlines and still deliver high quality work.

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### **Question # 12**

What are the effective tips while answering the question about meeting deadlines?

#### **Answer:-**

- \* The answer should always be YES; however, you can't stop there. Back up your answer by talking about previous jobs where you had to meet a lot of strict deadlines and did it successfully.
- \* If you aren't effective at meeting deadlines, this may come up when the employer contacts your references. Discuss the steps you have taken to become even better at ensuring you never miss a deadline and that you always manage enough time to get the work done well, prior to the deadline.

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### **Question # 13**

How to answer the question of meeting deadlines?

#### **Answer:-**

Yes, I am effective at meeting deadlines. I have excellent organization and time management skills and factor in the necessary time to get my work done to the best of my ability, and ensure there is time to look it over and edit as necessary. In this line of work, meeting deadlines is critical to performing the work well, and I have proven in my past experience that I am effective at meeting all deadlines.

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### **Question # 14**

What is the importance of good decision?

#### **Answer:-**

Unless you're applying for a position where you are expected to take orders constantly and never actually think for yourself, being a good decision maker is a very useful skill to have, and critical to any upper management position. This question can be tricky if you're not prepared for it. There are negative aspects to being a very quick decision-maker and not taking enough time to think things over properly, and it's also not good to take a long time to make a decision when decisions need to be made quickly. As in many aspects of the job, it's best to strike a balance between being able to make quick decisions while being able to analyze the situation and different approaches properly.

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### **Question # 15**

Are you a good decision maker?



### **Answer:-**

- \* For any position, the answer should be, of course, that you are a sound decision maker.
- \* Don't say you are only one or the other type of decision maker. You should be able to think critically and not make decisions without thinking things through, however you should also be able to make tough decisions under a tight deadline when needed.
- \* Give insight into the thought process you use in order to make good decisions in the workplace.

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### **Question # 16**

Do you make decisions quickly or do you take time to think things over before making a decision?

### **Answer:-**

I am a very efficient and sound decision maker. I am able to quickly analyze a situation, look at it from multiple perspectives and outcomes, and then make the best decision for the benefit of the company.

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### **Question # 17**

Why interviewer asked about difficult feedback?

### **Answer:-**

If you've worked in a management position, you've most likely needed to give difficult feedback at some point or another. It can be a sensitive subject to deliver any type of criticism or difficult feedback, so knowing how to do it well is a very important skill to master. Hiring managers are looking for evidence that you understand the sensitivity of providing negative feedback and can consider how to properly frame things in order to correct undesirable work or behavior and keep up the morale of staff members. It requires you to think about how a particular person might react to the feedback you give them, what the impact may be on them and how to get the desired outcome. Higher levels of communication skills are required for managing people, especially when it comes to providing feedback. By asking this question, hiring managers want to ensure that you have the skills to do this effectively.

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### **Question # 18**

Tips about a time you had to give someone difficult feedback?

### **Answer:-**

- \* Choose an example of a time you had to give negative feedback and that person took it well and changed the behavior to lead to the desired outcome.
- \* Use your story to highlight your communications style and approach when addressing difficult feedback to employees.
- \* Walk the hiring manager through the situation, your thought process in deciding how best to approach the individual, and how you gave the negative feedback in a way that produced a positive outcome.
- \* Delivering negative feedback should always be about correcting the behavior and allowing individuals to understanding how you want them to change or what you need them to do in order to be successful.

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### **Question # 19**

Tell me about a time you had to give someone difficult feedback?

### **Answer:-**

I had an employee who was coming in late to the office every day and still leaving at the same time. I needed to talk to him about putting in the required time at the office for what he was being paid for. Knowing this particular individual, I knew he was a hard worker and wouldn't ordinarily cut corners on the job. I asked to speak to him privately one day and told him we've noticed he's getting to the office later each day and leaving earlier, and asked him what was going on. He admitted he had been coming in later because his wife's schedule had changed and he now needed to drop off his kids at school in the morning and it was making him late to the office. After some discussion, I offered to allow him to work less hours in the office if he could put in the 1 hour of time he was missing in the evening. We agreed to try it out for a month to see if it would work, and I was able to see that he was indeed putting in the extra time at home and capable of working the flexible hour.

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### **Question # 20**

What are the workplace values?

### **Answer:-**

This question is similar to asking what your work ethic is. Employers want to know that you have a strong work ethic and that your values match the values of the company. With this question, the hiring manager can determine what kind of person you are and what matters to you in the workplace. Everyone has their own set of values; you just need to articulate yours during the interview. Speak to your work ethic, integrity and character. Keep it positive and related to your work. If you know the company culture and what values they profess, you can highlight your own values that align with theirs. Working for a company with similar values will help you to be satisfied in your job. If you work for a company that only values profit margins, and doesn't allow any flexibility for employees with families, you may find that you're miserable in the job if those aren't things you value.

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### **Question # 21**

What are workplace values according to you?

### **Answer:-**

I always try to be transparent and reliable in the workplace. I practice integrity and follow through with my commitments. I treat others with respect and always try to think about the good of the team.

I try to give 110% in the workplace. I look at the employee-employer relationship as a partnership which requires a strong investment and commitment. I am being paid for my service and I should in turn give my best effort and use all company time for the right purposes.

I view myself as well as my colleagues as part of a team, working towards a common goal to achieve the objectives of the company. As such, I always try to fulfill my role to the best of my ability and don't settle for less than great performance.

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### **Question # 22**

Tell me will a flexible work arrangement affect my pay and benefits?

#### **Answer:-**

If you request a work schedule that reduces your regularly scheduled hours, your pay will be pro-rated accordingly. If your total percent-time goes below 75% (hourly) or 80% (salaried), you will not be eligible for benefits. Additional information on how flexible scheduling could impact benefits and paid time off is available by calling your Human Resources partner.

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### **Question # 23**

Suppose if I am an employee who asked my supervisor about a flexible schedule and was told it was not an option for my job, May i try again?

#### **Answer:-**

Yes, you may try again. However, first consider why your proposal was denied previously. (If you don't fully understand the reason your proposal was denied, ask your supervisor to clarify the business or performance reasons.) Then review the guidelines and determine if you can build a case for an alternative that might work for your particular situation. Ask your supervisor/manager to consider your new proposal and to discuss other alternatives.

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### **Question # 24**

Tell me can all employs apply for a flexible work arrangement?

#### **Answer:-**

Any employee may submit a proposal for a flexible work arrangement. However, not all jobs are suitable for such an arrangement. Depending on the nature or location of a particular job, some types of alternative work schedules may not be appropriate. Due to their specific requirements, some types of jobs may not accommodate flexible work options at all. Supervisors/managers are encouraged to give positive consideration to requests where they meet the needs of both UNH and the individual.

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### **Question # 25**

What is Workplace Flexibility?

#### **Answer:-**

Flexibility is the ability to adapt to different people and circumstances, and handle unforeseen events with grace. It's a valuable trait in any employee and an essential quality in certain occupations and industries, so be sure you can demonstrate it to your interviewer with concrete examples.

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## **Basic Common Most Popular Interview Topics.**

- 1 : [Logical Frequently Asked Interview Questions and Answers Guide.](#)
- 2 : [Computer Basics Frequently Asked Interview Questions and Answers Guide.](#)
- 3 : [Business intelligence Frequently Asked Interview Questions and Answers Guide.](#)
- 4 : [Aptitude Knowledge Frequently Asked Interview Questions and Answers Guide.](#)
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