

Question:

Tell me about a time when your schedule was interrupted. How did you handle it?

Answer:

I am very detailed in my calendar organization; however, I understand that flexibility in the workplace is important. Last week, for example, I was working on a project that was needed for a client presentation that was going to take place at the end of the week. A co-worker was out sick that day. My manager came by my desk asking for help to complete one of my co-worker's projects because it was needed by the close of business that same day. I quickly found a stopping point on my own project and began working on the other one that took priority. The project was completed and out to our client by 5pm that day. I worked a few extra hours during the week and was able to complete my own project in time for the presentation.

Question:

Tell me about a time when you had to deal with a difficult co-worker or team member.

Answer:

I was put on a team to work on a project for a difficult client while I was working at my first job out of school. Not only was the client complicated to deal with, but one of the team members seemed to miss work at least once a week, leaving the other three of us to pick up the slack. As a group, and after having discussed this with our manager, we called a team meeting and talked about our complaints with our frequently absent co-worker. We brought documented evidence to back up our frustration so that it didn't just seem as if we were picking on this team member unfairly. During the meeting, our co-worker admitted to the error and vowed to be more productive for the team. There were no additional problems with absences for the duration of the project.