

## **team leader interview answer tips**

1. Identify key goals, tasks, job specs and attributes for team leader positions then ask question: How to do, how to become ...
2. Listen questions carefully, then ask by your self : what are things related to account field before answering.
3. Always ask by yourself: What are proofs that are required for this position?

## **Sample team leader interview questions**

How frequently do you support others and get a support from others?

How do you keep each member of the team involved and motivated?

What were the steps you needed to take to achieve goals?

Give an example of a creative solution to unexpected situations when your leadership skills are needed.

Have you ever acted as a mentor to a co-worker?

Provide an example of a situation where you had to create an agreement between parties that were originally differed in opinion, approach, and objectives.

How do you keep yourself and your teammates staying motivated?

Does a leader need a power or an authority? How do influence people?

How do you establish good communication and information flow with others?

Give examples of steps taken to make each team members feel important.

What are the key values of a leader? How do you demonstrate these values?

What is the difference between a manager and a leader?

How open-minded are you to other member's ideas?

Give an example of risk that you had to take? Why did you decided to take the risk?

What are the steps that you take to maintain a good co-worker's relationships?

How do you network? What is the importance of networking?

How do you keep relations with a person in cases where you cannot agree upon certain issues?

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In brief:" Every company has a hierarchy. It goes without saying that people are hired throughout the hierarchy on a regular basis. There are various positions in the hierarchy that are quite critical to the company. One of these positions is the key position of a Team Leader. Therefore, the interview for the position of a team leader is of extreme significance to the company, as the person whom they intend to hire for the post will have a lot of responsibilities."

The [job interview](#) questions used for a team leader are vital and are aimed at confirming whether the individual possesses the qualities and experience that are necessary for a team leader.

## ***Team leader – interview questions***

The questions will focus on determining the following:

### **Are you a team player?**

One of the initial requirements of being a team leader is to be a team player. The team leader interview will feature many questions pertaining to this. If you have already been a team leader in your previous company, the questions will be to the point and basic. However, if you were not a team leader in your previous company, but your interviewer sees you as a potential candidate for team leader, then the questions will be more ambiguous and require a better understanding on your part.

### **Have you handled a team earlier, in any capacity?**

This question is more geared towards knowing whether you are comfortable with handling a team or not. In every company, there comes a time when a person needs to become an “impromptu” team leader and handle the team. This basically happens in smaller companies and startups, where a particular employee assumes dual or multiple responsibilities.

### **How do you handle differences between your teammates?**

There is no workplace that is without any differences between two employees. However, whether it makes a difference to the production and development in the company depends on how these differences are sorted out. The interviewer will try to find out whether you had any differences with other employees, or whether you ever worked with two employees who had differences, in a bid to iron out their differences.

### **How did you handle difficulties?**

If you provide them with satisfactory information about how you worked with the employees, or even worked out your differences with others, your chances of being hired as a team leader increase.

## **Team Leader Competency based Questions**

### **The following are questions that are asked during a competency interview for a team leader position -**

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- Give examples of steps taken to make each [team members](#) feel important.
- What are the key values of a leader? How do you demonstrate these values?
- What is the difference between a [manager](#) and a leader?
- How open-minded are you to other member's ideas?
- Do you consult members?

- How do you take decisions in general?
- Give an example of risk that you had to take? Why did you decided to take the risk?
- What are the steps that you take to maintain a good co-worker's relationships?
- How do you [network](#)? What is the importance of networking?
- How do you keep relations with a person in cases where you cannot agree upon certain issues?
- How frequently do you support others and get a support from others?
- How do you keep each member of the team involved and motivated?
- What were the steps you needed to take to achieve goals?
- Give an example of a creative solution to unexpected situations when your leadership skills are needed.
- Have you ever acted as a mentor to a co-worker?
- Provide an example of a situation where you had to create an agreement between parties that were originally differed in opinion, approach, and objectives.
- How do you keep yourself and your teammates staying motivated?
- Does a leader need a power or an authority? How do influence people?
- Did you have faults as a leader? Describe the situation.
- Describe a situation when you had to convince others.
- Give an example when you had to present complex information in a simplified manner in order to explain it to others.
- How do you establish good communication and information flow with others?

Refer to the **competency interview** category for further info on how to answer these questions.

You may be interested in reading articles from the category – **management job interview**.

These are just some of the questions that will be asked during a job interview for the team leader.

The wordings and the schedules may vary from company to company, but the basic aspects will remain same.

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Questions about decision-making and judgment skills are asked in many job interviews, however most likely to be asked in interviews for executives positions and positions that require making quality decisions, such as: project managers, [customer](#) service, medical, finance positions and many more.

We all make decisions every day – People follow basic logical process for making decisions. We all view issues in (each on his own) unique angle, though there are some who have exceptional natural abilities...

When asking questions about your decision making skills, the [interviewer](#) is looking for the method/s you use to reach a decision.

### **Are you a good decision maker?**

You have to realize that in reality different forms of decisions are ok for different cases. In an interview, it is your time to demonstrate that you have a balanced thinking process and, if required, you are able to make quality decisions assertively but never too impulsively.

Here are some questions that can be asked:

**Can you tell about any past critical situation in which you had to make an immediate decision? Give an example of a situation in which you had to make a decision when you didn't have all facts available. What process do you follow for making decisions for these different circumstances and were you satisfied with the results?**

The examples that you give should show how resourcefulness and initiative you are. Many a times, we make decisions based on instinct having incomplete data. However, though the word is not ideal, an individual who possesses good logical and analytical will make high-quality decision when he takes the following procedure:

1. Using available info – Based his process on the information to hand.
2. Analyzing – Knows how to break complex issues into components.
3. Critical Thinking – Considers the outcomes of varying course of actions.
4. Investigating – Can take conclusions from different sources of data.
5. Acting – Can make decisions without complete info. Doesn't hesitate to act and able to make sound decision patiently, but in a timely manner.

6. Responsibility – Does not put off making a decision to avoid conflict, 'getting it wrong'. Not afraid to take risks to come to a solution. Doesn't delay actions because of outcomes or reactions.
7. Studying – Demonstrate a lesson learned ability in order to progress.

At the end of your answer, it is a good time to tell that you are not always perfect. Admit your fallibility:

"There were times when some decisions had turned out to be wrong, however I am sure, that these wrong decisions have made a mark on me so that I learn from it to avoid the same mistakes again. "

**Do you always take the process on your own? On what occasions do you recognize that you need other's help? Do you always use established procedures to ensure that the correct action is taken?**

It is ok to tell that you to ask for advice and information when you are unable to get it by yourself as you are always looking for the best decision.

You also have to talk about your ability to take hard decisions (sometimes initiatives or creative ones) independently if required. You seek for being practical when assessing multiple, complex or contradictory data in order to reach the right decision.

Show that you understand Cause and Effect and during the decision-making process you are able to evaluate the relationship between short-term consequences and long-term gains.

## *Critical Thinking Interview Questions*

Critical thinking is known as the high level of decision making process.

The interviewer may ask you to define the meaning of critical thinking and to assess the importance of it to the decision making process. He may also present an issue and will want you to identify point of views, classify approaches or analyze a theory within this issue.

He will want to observe your knowledge of using thought processes – taking an issue and structure your analysis in a balanced way.

### **How to answer these questions:**

First let's define the term – Critical thinking allows us to take control of our thinking rather than letting it become hijacked by mindset, assumptions and bias thus to understand the pathway and inputs that the thinking employs. It is the best way to approach problem solving with a level of detachment that permits a thorough and balanced analysis.

Critical thinkers take the time necessary to make excellent decisions rather than choosing to make fast, good-enough decisions. They seek first to understand and to find out what they do not know before reaching conclusions (or judgment) so as to make more effective decisions as a result.

Critical thinking is questioning. It requires practicing. Therefore, Show that you are questioning the process's elements you are using.

You can talk about instances from your past when you had to base your actions and judgments on the competent assessment of relevant reasons/evidence and how you've monitored each route – way of thinking.

Way of thinking (or reasoning) is always based on the information gathered. Critical thinker must ask himself 'upon which information am I basing my reasoning? Have I checked facts and refreshed my data?' he never takes things for granted and that is what you have to demonstrate [during the interview](#).

## *'Solving a Problem' Interview questions*

Problem solving job interview questions can be formed in any work related case that the interviewer will present to you asking you to analyze it and suggest resolutions.

Further reading: **Case Study Interview Questions**

Similar to the decision making questions, the interviewer may also want you to tell about any real challenging problem that you had experienced in your previous job trying to assess your performance.

### **How do you go ahead when it comes to solving a problem?**

The interviewer will want to hear the logic that you use to solve a problem along with the outcome that you are able to achieve. Do you know how to collect data systematically and use well organized/accurate analysis methods to make decisions? Can you handle a position that requires anticipating and resolving issues frequently?

Do you possess the quality of being decisive?

It is recommended to tell a success story from your background. You can also how you narrow the options to make a decision, such as:

1. Writing down ideas about possible causes
2. Looking for related causes in order to group together symptoms of bigger problems
3. Studying these groups of causes
4. The real cause (to the problem in question) becomes readily apparent
5. Devising a route to getting a resolution.

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When it comes to job interviews, there are several questions that are not exactly work related, but are one of the major reasons why your job interview does not provide the results that are in your best interests.

One such question is: “why should we hire you?” Basically, this question is one of the important questions during an interview.

For one, the interview question “give us reasons to hire you”, “why should we employ you” or “what can you bring to our company” is something that differentiates the best candidates from the other good candidates.

This question is more often a surprise question to most individuals who are not as experienced in the process of the job interview. Also, this question works as a divider between the people who are just casually [looking for a job](#) and the people who are really seeking a job.

If a person does his or her homework in the right manner, he or she would certainly come across this question as one of the **most frequently asked questions** and may also know how to handle it.

### ***Answer To Why Should We Hire You***

While answering this question, remember that the answer should not come across to be egotistical or be completely unrealistic. You should focus on providing reasons to hire you over someone else in the best way you can.

The [interviewer](#) wants to hear – ***how you are going to create value***. Therefore, focus on ‘value creation’ when answering. The following are some points to consider:

1. One of the best ways to answer this question is to make a short list of all your advantages and create a paragraph that would point out the positive aspects that you would bring to the new job position.

2. One of the points that you can raise is the similarity of the job profile you are aiming for at the company to the job profile you enjoyed in your previous job.

3. You can also draw the interviewer's attention to your key skills and strengths, namely – quick learning, excellent communication skills, etc.

4. In addition, your professional ambitions should be made clear – the motivation and dedication that you have for the profession and the opening position.

5. Make sure that your answers do not come out to be too much about yourself or that they come across as conceited.

6. Your body [language](#) when you answer the question is important too. For example, your body language should make it clear that you have thought it over and given a carefully worded answer, instead of coming up with a made up, contrived answer.

While answering, firstly, take one of the [job requirements](#), then focus on one of your related strengths/skills AND give a concrete example (a success story) based on your past experiences to support your point. Break the job requirements into fragments and continue in this manner.

For the last sentence, a phrase that can be used is:

The job is tailored to my (or – I will bring my) experience, knowledge base and abilities and I believe I can maximize my skills for the benefit of the company.

Other good phrases can be found at –

1. **Why do you want this job.**
2. **Why did you choose this career.**
3. **Resume objective examples.**

## *What can you bring to this company?*

In summing up this question, I believe that it wouldn't be exaggerating to say that your answer is one of the crucial "make or break" moments in a job interview:

1. Before this question, you've already talked about your experience, your education, **your strengths and weaknesses** and your skills. What else can you say?



2. Keep in mind that other candidates probably answered this question and this is your best chance to distinguish yourself from the others.

3. "Why should I hire you?" – Here is your chance to perform – go and sell yourself!!

This question is not an open invitation to repeat and describe your profile. Your answer should not only focus on yourself – It should **reflect back to the job requirements and to the company**.

4. The interviewer wishes to observe what you can bring to the company – what your real value is.

Why are you the best person for the job? What can you contribute to this company? think smart..

They're offering you a ladder to a professional career with a good salary and benefits. What are you offering them?

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In brief: "Before diving into this issue again, I would like to point out that many experienced [interviewers](#) will try to avoid these questions, because questions about strength and weaknesses immediately keep a person on the defensive and takes the interview into a negative atmosphere. However, if the interviewer does ask you about your strengths and weaknesses, you may need to have some intelligent answers that will not seem boastful or phony."

### ***Job Interview: Strength Examples – List of Strengths***

Here are some aspects (with detailed explanation) that you may put forward as being your strengths:

#### **Learning agility and effective personal communication skills**

Most researches show that the single best predictor for who will perform well and succeed in a new [job](#) is the one who possesses learning agility(a quick learner) and the one who can adjust himself/herself to changes and new situations, such as a new workplace.

Also, effective interpersonal communication skill is one of the best personal traits.

Past performance or even experience, skills and intelligence are not as important as learning agility and communications skills. HR and recruiters are aware to these facts...

#### **Self Motivated and Determined**

To achieve success, one needs to be self motivated and determined to succeed. Without self motivation, it is quite possible that even the best of [employees](#) will languish in the company without achieving any success.

### **Success Oriented and Natural Leader**

All companies search for an individual who has the drive within himself or herself. Frankly, the company would not have time to actually sit back and look out which of their employees has that next big idea, or which of the employees is not working according to their talents and resources. Therefore, it is best that a company have a self-appointed mentor who keeps these things in mind and speaks about them at the appropriate time.

This characteristic is necessary for team leaders, supervisors, executive managers and project managers.

### **Team Player**

No man is an island. And in today's world, like never before, a person requires a group of people with whom to succeed. Therefore, being a team player in today's world is almost as important as any academic degree.

### **Hardworking**

This is one of the most common traits found in a successful boss as well as a successful employee. It is said that success is ninety percent hard work and ten percent thinking/brain activity. Any company would like to have a hard-working employee. Therefore, you can speak about hard-work, dedication and commitment as your strengths.

### **Intelligence and Self Confidence**

Being intelligent does not mean being the only person in the room who can drive a plane, but a person who has the simple logic and practical knowledge that goes with running a proper team.

## ***Job Interview: What Are Your Weaknesses – Examples & List of Weaknesses***

Several interviewers will also ask whether you have any weaknesses. When it comes to weaknesses, make sure that you describe the weaknesses that are ambiguous enough to be converted into strengths.

Here are some of the weaknesses that are generally discussed.

### **Getting Nervous around people**

Today, with the advent of the new work culture where a person seldom meets another and where the only time people speak to each other is during coffee breaks, there are some people who have become introverts. This causes some people to become nervous about giving presentations and speeches.

### **Being a Debater**

Some individuals are too passionate about work and require a reason for any change that is introduced in the company. Though this is good for the project and the product, it might rub some people the wrong way.

### **Going out of one's Way**

There are several people in organizations all over the world who take all kinds of work from their colleagues, whether it is their work or not. While these people are an asset to the company, they may create antagonism.

### **Lack of some skills**

No person has all the requisite skills for the job profile. This is one of the greatest disadvantages that one has, because once a person starts earning, they find it difficult to go back to their learning ways.

Remember that these are just concepts and you should back up each of these strengths and weaknesses with an example.

## **Some other strengths & weaknesses (per job title) to consider:**

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**Here is an additional strengths and weaknesses list -**

### **Strengths –**

**Leaders and managers:** Ability to prioritize, planning skills, well-organized, multitasking and assuming responsibilities and duties. Possessing the capacity to cope with failures and trying to learn from past mistakes.

**Customer care, Call center and sales:** Communication skills, patience, having good interpersonal skills.

**Programmers and R&D:** A quick learner who enjoys learning new things. A team player who shares knowledge and ideas with colleagues.

### **Weakness –**

**Sensitive person:** Taking things to heart and getting too disappointed when things are done in the wrong way.

**Too helpful:** Crossing limits while helping teammates.

## Summary

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An interview is the short span of time spent with each other, in which a person has to decide whether the employee is perfect for the job or not. To establish this, the interviewer asks several questions.

Some of the questions are quite simple and can be answered immediately, while some are not as simple and require some thought before the answer is given. One good example of this is the question regarding strengths and weaknesses.

Back to **[job interview questions and answers](#)**.

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In Brief:” A [job interview](#) may be the most important meeting that you have in your life. Therefore, it is essential that you look into all the aspects of the meeting before you proceed to your job interview. There are several aspects to the interview even after the physical interview is over.

These aspects include sending a ‘thank you’ message (i.e. email or letter) to the interviewer **[after the job interview](#)**. Make sure that you keep in mind these aspects before you complete **[the interview process](#)**.

The general **[follow-up thank you letter after interview or thank you email](#)** is aimed at better demonstrating your interest in the job position. This article reviews the benefits of sending the thank you email and offers examples.”

It is only cordial for you to send a thank you letter or email once the interview is over.

### ***Reasons to send the Thank You letter after a job interview***

The thank you letter or email is a very important piece of conversation that is conducted by the interviewee with the interviewer.

This ‘thank you email message after the interview’ is an important after-effect that should be used to better enhance your interaction during your job interview.

A thank you letter works wonders in broadcasting your professionalism, and more importantly, your networking skills, to the interviewer.

In fact, a thank you letter is a way of [maintaining interaction with the interviewer](#) even after your interview is over. Here are the main reasons for the question “should you send a post [interview thank you](#) letter?” -

1. **Your professional attitude:** The thank you letter not only adds some authenticity to your sincerity about being hired by the company, but it also serves as a mirror to your professional attitude. In fact, a carefully written thank you letter can actually act as a **defining and deciding factor** when almost everyone is at the same level vis-à-vis qualification and expertise required for the said job.

2. **A communication tool:** The thank you letter is not only useful for interacting with the interviewer; it is also a good tool to use for professional networking. Any piece of communication is a good way of putting forth your aptitude, attitude and thoughts as a professional. If you make a mark with the thank you letter, there are chances that the interviewer will remember you, and who knows whether the interviewer knows others who are looking out for the same professional!

3. **Providing further information:** It is the best piece of conversation with which the interviewee can provide further information or elaborate on information already provided to the interviewer. Therefore, the candidate can either use the thank you letter as a means of underlining his/her inclination towards the job, or giving some more information about him/her, or even using the communication as damage control.

4. **Send to the important people:** This letter should be sent to the important people whom you have met in the company, or at least the individuals involved in the hiring process.

5. **Time to send:** You should ensure that the thank you letter reaches the people whom you have met during the course of the interview within a minimum of twenty-four hours and a maximum of forty-eight hours from the time that they attended the interview.

Therefore, make sure that your thank you email or letter note is a cordial note that keeps a vista open for communication between the company and you.

However, some thank you email messages or letters may even serve as **damage control**, when the original interview has gone sour or left much to be desired on both sides of the interviewing table.

These are some of the aspects of a thank you letter. There are several other aspects depending on the company to which you applied or even on the post for which you applied.

The following is a sample thank you letter and email **after a job interview** that you may

rewrite/edit according to your needs.

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Some of the most **common job interview questions** are the ‘describe yourself’, ‘describe your boss’, ‘describe your deal job’ and ‘describe your management style’[interview questions](#).

This article provides the best answers for these **typical [job interview questions](#)**.

You can find more frequently asked questions reading the articles located in the topic – **frequently asked interview questions and answers**.

The article is divided to 4 parts:

## ***Typical Interview Questions and Best Answers***

### **1. How to Answer the ‘Describe Yourself’ interview question**

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An important question that is asked during a job interview is the ‘How Would You Describe Yourself in one sentence or in five words?’ question.

When asking this question, the interviewer tries to find out what the candidate thinks about himself/herself. It is very important that the candidate answers this question in a manner that is logical without bragging or lessening his/her value.

In many cases, the interviewer can also phrase the question as ‘tell us 3 words to describe yourself’ or ‘give us 3 adjectives to describe yourself’.

In such a situation you can use positive words that bring about your most positive characteristics.

The words that you can use are: “Hardworking, loyal, quick learner, well adjust to changes, efficient team player, multi tasking, self-motivated and self-confident”

The answer should also be ground in solid logic and should reference professional achievements.

Refer to the article – **what is your greatest achievement**.

Another good answer to this question is, “I would describe myself as a professional who is easy to get along with, and who can handle stressful situations and a heavy work load.”

Further reading -

- **What are your Strengths?**
- **Examples of strengths and weaknesses**

## 2. Typical interview question: 'Describe Your Boss'?

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Describing your manager or your boss is another tricky question that is generally asked by most of the interviewers.

Basically, these are not questions, but ways to gauge your comfort level in discussing your previous jobs, as well as a way to evaluate your experiences at your previous place of employment.

If you show signs of complete dissatisfaction, the interviewer may think that you need the job desperately and it might reflect negatively toward your candidacy and/or salary package. Therefore, if you are asked to describe your boss, you should answer the question in the most diplomatic manner that is possible.

You can answer the question like this:

"My manager/boss was a good combination of professionalism and the personal touch. Having risen from the entry-level of an [employee](#), he knew most of the problems that employees faced. He was a good leader and had strong communication skills. He motivated me to come up with new ideas and always provided helpful feedback. He always set, changed, evaluated and monitored our work goals to improve our bottom line and I learned a lot from him"

The next questions could be – so, why do you want to leave your job?

Read further – [why did you leave your current job?](#)

**More on this series:**

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- **[How would you describe your ideal job?:](#)**

Your answer to this question should be:

"I would describe the ideal job as a job that makes the most of my qualifications and abilities, and gives me a chance to constantly challenge myself. I look for a stable job with quality supervision, a positive work culture at a successful company that will encourage me to work at my best."

**Other good answers to the 'dream job' [interview question](#) could be:**

- A job that provides opportunity to learn, progress and contribute to the organization.
- A teamwork-oriented environment in a company that empowers employees to create and take initiatives.
- A job that my skills are utilized to the maximum and allows me to grow within the organization.

- I would prefer the company culture to be very team oriented and focused on delivering real measurable results while still maintaining a friendly and respectful work environment.
- My ideal job would be – Open, supportive, entrepreneurial, stimulating, collaborative, inspiring, focused on fostering strengths.
- I would love to work in a job in which I can work both by myself and with others to achieve the end result. I am very self-motivated so I am interested in working in an atmosphere where I can continuously learn new things and improve my skills.
- My ideal job is – Friendly, fast paced, available to learning new things, challenging and of course opportunity for career advancement.
- A workplace that is open to communication, staff that are approachable and willing to listen as well as give feedback.
- I flourish in an environment that allows me to grow my position and gives me learning opportunities. Work environments where trust and team work are keys to success. I really enjoy working with teams and feel mutual trust and respect is a necessary component to any job.
- An environment with various sized teams of equally passionate, creative and intelligent people on projects that are both exciting and practical.
- I would prefer working in an interesting and professional job where everybody work hard and help each other to succeed as a team.
- A job where I can use my creative abilities to support, aid and mentor other professionals.
- The workplace that gives enough space and helps [employees](#) to grow. There should be healthy team work, good communication, mutual understanding between each team member. A workplace where there is respect for individual's ideas and always appreciate good work as well as knowledge.

- **How would you Describe Your Leadership Style?**

If you are ever asked to describe your leadership during a job interview, here are some tips to remember:

### **Are you a Leader or a Manager?**

Some [interviewers](#) may ask you whether you are a leader or a manager (or a follower). To reply to this question, you must first understand the difference between a leader and a manager. Management and leadership have very different [meanings](#): a manager is a title and leader is a function. Management is a position and leadership is a skill.



A leader is someone who leads a team, and becomes a leader because of his or her skills and talents which are higher than the entire group, while a manager is someone who is purposely hired to manage the operation of a team.

A leader is recognized as a leader by his teammates because he possesses some influential personal traits that affect the group performance and activities.

A leader function skills can be categorized as follows: Sharing Information, Understanding Needs and Characteristics of the group, Knowing the Resources, Controlling, Counseling, Setting the Example, Representing, Planning, Evaluating, Sharing leadership and [Learning](#).

### **What kind of a leader are you? Words that describe your leadership characteristics**

Some key personal traits that effectively describe leadership performance are: Initiator, Innovator and Originator, Decision Maker, Listener, Critical Thinker, Coacher, Inspiring, Motivating, Dominating, Goal Oriented and Vision/Planning Abilities.

Figure out if you possess some of the above skills and mention them in your answer.

### **A true leader works with the group**

The corporate world is changing quite quickly, and the general consensus nowadays is that a leader puts in an equal amount of work and works with the group, instead of delegating work to them. This is seen as the perfect way to work today in the corporate world.

Are you having people orientated leadership? Are you 'people oriented'? It is known that a leader with no people who are willing to follow him (or her) is not a leader. The leader must maintain an effective interpersonal relationship with people resulting in an ongoing and growing network. He may present original thinking, sometimes a fresh ideal, a vision or a new path that attracts and motivates others to go after him without hesitations.

Therefore, if you are asked the question about your leadership style, you may try to integrate these points into your reply.

- **How would you describe your management style?**

This question is generally asked to interviewees who are applying for executive positions or managerial [jobs](#).

However, in some companies, this question may be asked to everyone, simply because they

wish to know whether some professional who is joining at a lower level has the potential to manage a team.

A suggested answer to this question would be:

"I [work](#) to inspire and motivate teamwork for achieving goals and influence valuable changes. I am always open to new ideas coming from team members. I consult with them frequently and encourage and support independent thinking. I believe in establishing an open discussion for decision-making. I recognize the skills of key team members and utilize their strengths to the benefit of the team."

The questions can be phrased: "please describe your management experience". Or '**what is your management style?**'.

The findings of extensive research on what makes a team effective point to the fact that: teams that have the talent and skills to manage themselves do better.

This means a dominate manager doesn't seem to lead to consistent and better performance – it's the organizational support makes a difference.

Therefore, a good manager should design and support/balance the talent of the individuals to work together in harmony so that the team ends up managing itself...

- **Describe Your Communication Skills**

If you are, than describe how well you communicate with others (colleagues, teammates and co-workers) during your day to day [work](#). Sell some of you positive traits, for example: How good listener you are, how well you give an help to others when needed, how you share thoughts and ideas, how you maintain a positive discussion, how you organize & prioritize people work, how well you convince others, how supportive you are,how you interact/consult with others when solving problems, and how you show an interest to what others are saying. Read more on:

- **How would your friends & colleagues describe you?**
- **Your relationship with co workers.**

### **Are you a social person? What are you interpersonal skills?**

Whether you are a social person or nor is one of the first interview questions on communication skills that are asked. Being social does not mean just making profiles on social networks, but actually getting down and have healthy professional and personal social relationships with most people. Being social can be positive trait, but being too social can be detrimental to you and the company. Therefore, when answering, you should say that while

you are social and do take out time to interact with others, you ensure that it does not disturb other important missions in your professional life.

### **Are you a team player? How do you work in a team environment?**

This is more of a team management question, but is sometimes asked in a bid for you to describe your team communication experience and skills, if the prospective job requires working in a team.

You would be best equipped to answer this question because effective teamwork requires good working relationship between team members in order to increase the performance – profitability and productivity.

Teams are organized for achieving company goals more effectively- “more heads are better than one”, as opposed to working alone. If you are a good team player, you should express how well you collaborate, communicate and cooperate with close friends in the team to achieve the team goals.

- **How Would Your Friends & Colleagues Describe You?**

**In brief:** “Establishing good communication with others in the workplace is vital for an effective workers’ performance and essential in today’s competitive market. When hiring employees, one of the most important personal traits that employers want to observe is the interpersonal skills, also called personal communication skills. Therefore, some job interview questions are targeted to find out more about these qualities, one can be – ‘how others describe you?’ “.

During the interview, the interviewer and the [company](#) not only tries to find out whether the candidate has the relevant experience and knowledge for the job, but will also try to find out whether he (or she) is the ‘best person’ for the job having the required complementary skills.

To this end, the [interviewer](#) may ask several questions related to the lifestyle, psyche, personal traits and general attitude of the interviewee. One of these questions is: 'how your friends or colleagues would describe you?' and about **your relationship with co-workers**.

Asking this question, the interviewer wants to hear more about you in the eyes of others verifying if you are 'people oriented' person who can also speak openly/frankly about himself.

## ***Answering the question***

You want to answer to the point rather than missing it out altogether. Keep in mind the position requirement when answering – What kind of a person they are really looking for?

You can divide your answer into two parts -

### **1. Communication skills:**

[Colleagues](#) who worked close to me (or from my team) can tell that I am friendly, loyal to friends, cooperating, listener, respectful, honest, empathetic, caring and ready to help and always go the extra mile to help out.

People that I supervised would describe me as a coacher, ready to listen, strong advocator for their good performance, dream/goal chaser and a person who they are ready to follow.

### **2. Other good strength for managing/working style:**

My co-workers and friends would describe me as hard worker, determined, good planner, professional, flexible, tolerant and a quick learner.

*Tips: How would your past co-workers describe you?*

Here are tips to answer the question.

### **Be confident:**

You can never cast more doubts onto your answer, if you sound unconfident, unclear or uncertain about what people would say about you. Don't start your answer using the phrase 'I think my colleagues would tell that ..'. You don't 'think' you are sure.

### **Be Professional:**

The interviewer most probably means that he want to know how would your colleagues

describe you rather than your friends even if asking about friends, because they wouldn't be interested in your personal life, at least for now.

Therefore, when asked about how your friends would describe you, try to keep the description as professional as possible. Do not try to implement any factors of your personal life, like being jovial, adventurous, easy to get along with, etc.

**Be Concise:**

When asked about how your [co workers](#) would describe you, be concise and not say anything that would be considered as ambiguous.

Remember that the person who is interviewing you could be your future supervisor, so you should definitely give a thoughtful answer in describing how you believe colleagues would describe you.

**Be Factual:**

Another important aspect to remember why answering this, and any type of interview question is to provide facts and truthful information.

You never want to place yourself in a position where you tell something that is not true and it could be discovered later.

Most of this information would be cross checked, and some of it may even be used to take decisions about you. For example, if you tend to describe that you have leadership qualities, there are many chances that they might consider you for leadership positions now or in the future of working with the company.

Keep in mind that if you are asked for referrals, these questions might be asked to those referrals too. Of course, you cannot tutor all your referrals about how they should reply to any questions and therefore you should only give out information that would be agreeable by all.

**Ten Tough Interview Questions and Ten Great Answers**

Mental fear of the unknown is often what produces the physical symptoms of nervousness. In addition to preparing yourself physically, you need to prepare yourself mentally. The best way to prepare mentally is to know what may be coming. Fear of the unknown can only exist when there is an unknown. Take the time to understand some of the standards when it comes to interviewing questions.

The following are some of the most difficult questions you will face in the course of your job interviews. Some questions may seem rather simple on the surface such as Tell me about yourself but these questions can have a variety of answers. The more open ended the question, the wider the variation in the answers. Once you have become practiced in your interviewing skills, you will find that you can use almost any question as a launching pad for a particular topic or compelling story.

Others are classic interview questions, such as What is your greatest weakness? Questions most people answer improperly. In this case, the standard textbook answer for the greatest weakness question is to provide a veiled positive such as: I work too much. I just work and work and work. Wrong. Either you are lying or, worse yet, you are telling the truth, in which case you define working too much as a weakness and really do not want to work much at all.

The following answers are provided to give you a new perspective on how to answer tough interview questions. They are not there for you to lift from the page and insert into your next interview. They are provided for you to use as the basic structure for formulating your own answers. While the specifics of each reply may not apply to you, try to follow the basic structure of the answer from the perspective of the interviewer. Answer the questions behaviorally, with specific examples that show that clear evidence backs up what you are saying about yourself. Always provide information that shows you want to become the very best \_\_\_\_\_ for the company and that you have specifically prepared yourself to become exactly that. They want to be sold. They are waiting to be sold. Don't disappoint them!

### **1. Tell me about yourself.**

It seems like an easy interview question. Its open ended. I can talk about whatever I want from the birth canal forward. Right?

Wrong. What the hiring manager really wants is a quick, two- to three-minute snapshot of who you are and why you're the best candidate for this position.

So as you answer this question, talk about what you've done to prepare yourself to be the very best candidate for the position. Use an example or two to back it up. Then ask if they would like more details. If they do, keep giving them example after example of your background and experience. Always point back to an example when you have the opportunity.

Tell me about yourself does not mean tell me everything. Just tell me what makes you the best.

### **2. Why should I hire you?**

The easy answer is that you are the best person for the job. And don't be afraid to say so. But then back it up with what specifically differentiates you.

For example: You should hire me because I'm the best person for the job. I realize that there are likely other candidates who also have the ability to do this job. Yet I bring an additional quality that makes me the best person for the job--my passion for excellence. I am passionately committed to producing truly world class results. For example . . .

Are you the best person for the job? Show it by your passionate examples.

### **3. What is your long-range objective?**

Make my job easy for me. Make me want to hire you.

The key is to focus on your achievable objectives and what you are doing to reach those objectives.

For example: Within five years, I would like to become the very best accountant your company has on staff. I want to work toward becoming the expert that others rely upon. And in doing so, I feel I'll be fully prepared to take on any greater responsibilities which might be presented in the long term. For example, here is what I'm presently doing to prepare myself . . .

Then go on to show by your examples what you are doing to reach your goals and objectives.

### **4. How has your education prepared you for your career?**

This is a broad question and you need to focus on the behavioral examples in your educational background which specifically align to the required competencies for the career.

An example: My education has focused on not only the learning the fundamentals, but also on the practical application of the information learned within those classes. For example, I played a lead role

in a class project where we gathered and analyzed best practice data from this industry. Let me tell you more about the results . . .

Focus on behavioral examples supporting the key competencies for the career. Then ask if they would like to hear more examples. Enhance your career opportunities by getting the training you need, find top degrees and schools near you!

### **5. Are you a team player?**

Almost everyone says yes to this question. But it is not just a yes/no question. You need to provide behavioral examples to back up your answer.

A sample answer: Yes, I'm very much a team player. In fact, I've had opportunities in my work, school and athletics to develop my skills as a team player. For example, on a recent project . . .

Emphasize teamwork behavioral examples and focus on your openness to diversity of backgrounds. Talk about the strength of the team above the individual. And note that this question may be used as a lead in to questions around how you handle conflict within a team, so be prepared.

### **6. Have you ever had a conflict with a boss or professor? How was it resolved?**

Note that if you say no, most interviewers will keep drilling deeper to find a conflict. The key is how you behaviorally reacted to conflict and what you did to resolve it.

For example: Yes, I have had conflicts in the past. Never major ones, but there have been disagreements that needed to be resolved. I've found that when conflict occurs, it helps to fully understand the other person's perspective, so I take time to listen to their point of view, then I seek to work out a collaborative solution. For example . . .

Focus your answer on the behavioral process for resolving the conflict and working collaboratively.

### **7. What is your greatest weakness?**

Most career books tell you to select a strength and present it as a weakness. Such as: I work too much. I just work and work and work. Wrong. First of all, using a strength and presenting it as a weakness is deceiving. Second, it misses the point of the question.

You should select a weakness that you have been actively working to overcome. For example: I have had trouble in the past with planning and prioritization. However, I'm now taking steps to correct this. I just started using a pocket planner . . . then show them your planner and how you are using it.

Talk about a true weakness and show what you are doing to overcome it.

### **8. If I were to ask your professors to describe you, what would they say?**

This is a threat of reference check question. Do not wait for the interview to know the answer. Ask any prior bosses or professors in advance. And if they're willing to provide a positive reference, ask them for a letter of recommendation.

Then you can answer the question like this:

I believe she would say I'm a very energetic person, that I'm results oriented and one of the best people she has ever worked with. Actually, I know she would say that, because those are her very words. May I show you her letter of recommendation?

So be prepared in advance with your letters of recommendation.

### **9. What qualities do you feel a successful manager should have?**

Focus on two words: leadership and vision.

Here is a sample of how to respond: The key quality in a successful manager should be leadership--the ability to be the visionary for the people who are working under them. The person who can set

the course and direction for subordinates. The highest calling of a true leader is inspiring others to reach the highest of their abilities. I'd like to tell you about a person whom I consider to be a true leader . . .

Then give an example of someone who has touched your life and how their impact has helped in your personal development.

**10. If you had to live your life over again, what one thing would you change?**

Focus on a key turning point in your life or missed opportunity. Yet also tie it forward to what you are doing to still seek to make that change.

For example: Although I'm overall very happy with where I'm at in my life, the one aspect I likely would have changed would be focusing earlier on my chosen career. I had a great internship this past year and look forward to more experience in the field. I simply wish I would have focused here earlier. For example, I learned on my recent internship

then provide examples.  
Stay focused on positive direction in your life and back it up with examples.

In reviewing these responses, please remember that they are only to be viewed samples. Please do not rehearse them verbatim or adopt them as your own. They are meant to stir your creative juices and get you thinking about how to properly answer the broader range of questions that you will face.

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## Rude Team Member

In your team one member is very rude how do you handle this guy?

One to one meeting has done three times, till the guy is very rude, what is your next step.

Well in such case if you have taken many one to one meetings with that rude guy to make him convince to work property.

Then next step is to talk with him as a friend and try to get the matter because of which he is behaving like this. If the you can get the problem that why hi is behaving like this then there may be a many solutions. If his reason of behaving like this is correct then you can try to resolve the issue according to him.

But the reason you get by the rude guy is not proper or correct then you can explain him the draw backs of his behaviour. If it is his tendency to behave like this then you can explain him about his future with this attitude.

And finally if he is not able to understand your language...then warn him once or two and after



that just sit with him against the managing team and try to get the solution from management regarding his rude behaviour.

## Role model

How you are going to be a or become a role model of you team?

You can be a role model for your team by following the 4 basic principles i.e :-

- 1) Responsible: Be a responsible person.If you say that you will get back to a team member on a particular topic then make sure you do it.
- 2) Be Calm: You might have many problems but your team is not responsible for that. So make sure you maintain your calm.
- 3) Honesty: No need to stress on this point. You lose your right of leadership once you lose your honest.
- 4) Be humble with everyone in the team regardless of their designation/ranks.

Well.. Team leader is the first person of the team. He is the responsible person of his team's output. A team is always follow his team leader or in other ways we can say that a team leader is a team which means by examine the team leader you can guess about the team.

Expertise : As a role model first of all he must be expert in his field. It is very necessary because he must be able to resolve the [technical issues](#) which cannot be able to solved by his team members.

Supervision : Team leader is responsible for the planning of project and long term out put of the project. He has to think big and broad. He must be able to find out the long term output of the steps he is taking to [develop](#) the project.

Hard Work: Team leader must be hard worker. In stress time he must have the dedication toward his work... because if he do hard work then his team will the same.

Friendly: In free time he should be a friend not a team leader. He must be familiar with everyone as a close friend. This attitude [help](#) him to know each and every person in a team closely.

Problem solver: He must be able to solve his team members problems weather they are related to work or personal. In a work hi must be a team leader and in free time he must be a close friend.

Good communicator: He must be able to explain his view and ideas in a effective way.

Good [communication](#) help him to handle client and explain him what hi is exception with us and what he can extra give to him..

## Critical Issue

Ticket is Severity 1 and it is very critical one, your team members they not able to resolve the issue and you are the least person to solve a problem? How do you resolve the issue?

A1) For any issue whether there is a critical one or non-critical one the [solution](#) will always be there.

If you know the correct person to approach then the problem can be solved with out any tension.

First thing you have to find the base of the issue. Whether it is related to the Engineering side testing side or [database](#) side etc.. Once you find the issue example here is at system engineer side then find the correct person approach and get his feedback what causes this issue and how much time does it required to fix this....

A2) Severity 1 issues are typically issues which affects multiple users on a large scale wherein a critical application or database is down and invariably affects [business](#) directly and therefore needs immediate action. If you are able to resolve the issue and know what caused it then you have to action it immediaely else need to find the correct resolver group/contact the person and assign for immediate action so that the impact on business is minimum.

A3) In case of critical issue if no one in the team can resolve the issue.... then here the role of team leader starts.

As a team [lead](#) he first need to understand what the issue is about. If he can able to get the problem then of course he must have several options to resolve problem.

In most cases what happen we cannot understand the problem and working hard to get answer or solution.. which is of course not up to the mark.

In such condition once team lead understand the issue his first responsibility is to explain it to the other related peoples in the team. Instead of finding solution alone there is always [beneficial](#) that to take other peoples to get the solution. Everyone has its own knowledge and issue solving techniques. So every one can get the answer in their different ways and solution will find easily.

### **What size team have you led and how did you measure your success as a team leader?**

I have handled X number of team members who directly report to me. In last 18 months (since I took over the team [lead's](#) role) there have been 0 attrition in my team all the agreed SLA's for the process have been met & 3 of my team members have been promoted to their next level. This explains that I have been pretty successful in my role as a team lead.

I have a team size of x agents and I measure my success through the grooming that I have given my agents which now helps them to take up any task in hand with full confidence.

### **Service Quality**

What is service quality? How do you [improve](#) your team member's service quality?

Well!!! Service quality is not the individual's task. Service is related to the outcome of a group effort. To provide a good service a complete team needs to work accordingly to get the desired target within time provided by client.

Up to some extent team leader has the responsibility to make a team or to manage a team in such a way that every one in the team works as a responsible person. If everyone in the team knows his responsibility and fulfills them then automatically the output will be desired and service will be good one.

Team [lead](#) must have the one to one correspondence in a team. He must know his team members' capabilities and behaviours... then only he can assign the task to them accordingly. Team leader's main responsibility is to achieve the desired target within deadline without stressing the team members. He has to decide who can in his team perform which task successfully and with responsibility and without having much stress to complete the task. If he can do so then it is sure that he is a good team leader and the service will be up to the mark.

### **Leadership Skills Tactics**

What tactics do you apply to develop the leadership skills?

Actually both the below answers are good but they miss a key point which is to ensure that you are communicating the vision of your management and organisation properly to your team at the same time you should understand what your employees want from the organisation and try to help them achieve it in a proper method. This shows them that they can trust you and that you will look out for them.

Delegate more responsibility to the team.

Be an active listener to problems and suggestions.

Develop professional and personal rapport in the team.

Do not forward the pressure to the subordinates until you explain to them why such pressure is needed and what is the benefit to the company and themselves..

Gain their confidence on you

1. Never think that x no of people are working under me. they are never under you. instead develop a thinking that those employees are working with me for the same goal.

2. Try not to be biased to any one in team. Act neutral.

3. Active listening.

## Root Cause Analysis

What is RCA (Root Cause Analysis ) when you are going to ask RCA from Your team member? Explain the process?

RCA is problem solving methods aimed at identifying the root causes of problems predicated on the belief that problems are best solved by attempting to correct or eliminate root causes as opposed to merely addressing the immediate symptoms.

## Team Conflicts

How do you resolve team conflicts in your team?

Team conflicts are of different types. Some based on the knowledge like two senior analyst giving opposite opinion to each other then this kind of conflicts can be resolve by Collaborative method.

If the conflict arise by the group of person and they can support the results of conflicts then this can be resolve by [Competitive](#) method.

Some by compromising and so on...

## Unplanned Leaves

As a team lead How will you handle a situation where an employee frequently takes unplanned leaves?

A1) I shall talk to the candidate personally 1st and try to understand the problem behind his unplanned leaves. If possible i will suggest him to rectify his problem asap. This would be done

for once or twice and if the same is repeating from his end.. then next level of escalations would be taken care...

The main 2 reasons will be

- a) That member is not interested in the work that he/she is doing.
- b) He/she is not happy with the immediate supervisor.

Best way to solve this is by face to face talk. Always it should be a gain - gain situation for anyone who is working.both the individual and the project should be benefited by the work that he/she is doing.

Another reason can be personal. A good lead should be able to identify this too. It should be like professional at work and personal friend.

### Team Lead involve himself in Testing

Should a team lead involve himself in testing when he is available? Will it downgrade his/her position before the fellow team members?

Very much but only till the level "you understand what is happening in your team".

If you go more than that then probably you are not a lead but a helper :)

You should be able to judge what your subordinate has performed in the last 6 months when you sit as an [appraiser](#).

One of the roles of the TL is to calculate / foresee the relative risks for your team because I feel that is the only thing that makes him run about here and there everytime. Also giving the results for the tests and tracking the milestone for the coverage done everytime is not a joke.

To be limited. like if your manager want this to be done in 10 min (before lunch time or before the end of the day) and you don't have any [resources](#) available then just to please your manager work. But if the work have sufficient time wait for the tester to come back to work (either after lunch or next day) as one member to work on this at your earliest by giving a pause to your current work.

**Q) An executive in the team is absconding for 10 days and did not inform his team leader. He text his leader on 11th day that he is unwell but when TL tried calling him back, he did not respond. After 1 week, he came back to office with a medical certificate. How should the TL handle this situation?**

As per me i believe all the companies have a policy of waiting for an employee for no later than days and if is found not in touch should close there file as absconding and in your case if you donot have such rule/policy than you being a TL need to consult manager and make sure that if he/she is just showing fake details than should take action or else if the case was very

critical wherein the employee could not even call than based on severity should decide the scenario

I talk with him try to understand his problem. If i found truth then its ok otherwise i will give another chance to him or Will take meeting and ask what was the reason and why he didnt inform and sent only text. Also if required will give him verbal warning latter.

The for most thing is the project should not be affected. When the [resource](#) is absconding I would have already used an alternative resource.

Also as per the company policy I would intimate my Manager and Asset Protection team about this. When the resource returns back with medical certificate I need to proceed as per company policy by involving HR representative who would initiate required process.

### Team Acceptance

What you will do if the people in your team doesn't accept you because they are quiet old in the project?

I would respect their tenurity and the knowledge base they currently pcess and encourage them to perform to their fullest potential and motive train and help those who do not pcess that skill. As a team lead I would be their for them as a mentor and guide them through

Firstly to be recognized you need to prove yourself that you are here for them. So

- Understand the Team and its dynamics
- Understand Individual pain points
- Bring value by focusing sometime in resolving the pain points.

Eg: The team has been relentlessly working on projects and delivering them on weekly basis irrespective of the criticality. Putting a Requirement Goverenance would streamline the work priorities thereby turning weekly delivery to monthly deliverables which reduced the stress.

### Manage Team Members Leave

What you will do when you have 4 members team and two person need leave for the marriage purpose?

Ofcourse the situation will be unique.

1) Well this totally depends on the type of process. If you have a team of 4 members and 2 are asking for marriage leave then first of all look the dates of their marriage. Because you cannot deny to give them the leaves for the marriage.

2) If you have a team of 4 members then its quite possible that it was being taken into consideration that one or 2 members may ask for the leave so the team should be able to run with 3 members .

3) Make everyone aware about the scenario and let everyone know that they need leaves for the marriage. If the marriage dates have slight difference then its good for you. Then you can actually ask the members also if they can shorten the time-span of the leaves.

4) Moreover if the process is a backend process where you your self are trained Then I dont think that you should be ashamed of helping others 2 and if needed then can request others to work little longer than the normal hours.

### **As a Team Lead how do you deal with the toughest group and get their cooperation?**

As a Team Lead my first priority for my group will be to make my team understand what are their KPI's and how they have to achieve it. Secondly if they have to grow in organisation then they have to work hard to achieve their KPI which is not possible without a team work. And for this their cooperation is required.

### **If conflict arrises between two people how will solve that. If one person is overlooking into others job how to deal with such type of people**

I'll conduct an informal investigation then have an informal talk to both parties settle the issue correct the mistakes and avoid re doing it. However if it happens again the issue should now be recorded submitted to Manager. Manager will provide the next step.

We need to find out the root cause for conflict. Most of the reasons would be related to both parties emotiations like ego jealous insecurity negative compitition etc. After finding out the root-cause I will discuss with person who had affected with emotions. We need to explain him who to view the situatuion in that particular situation. I will not hurt his self respect but will try to support him to change attitude during that time. At the same time for the 2nd person I will explain him about the sportiveness and make him to understand the opponent mental status and stability. With this - both people will understand the ground reality and will work as a team otherwise - two people will become two groups and common objectives will be effected with these people approaches.

### **Team members do not like you**

What will you do if your team members do not like you

Not everyone has a same perspective. If a team lead is new to the orginization he is definately treated with respect. However if a person from same orginization is been promoted his nature of work his overall attitiude is already know. To gauge the above question I would spend quality time with team members asking questions about their work and other issues related to office and try and build a approachable attitue within team members.

### **How should a team lead handle a team member who always gives defensive response?**

In that case where team member is defensive the lead can take following steps:

1. Teaching him meaning of team work.
2. discussing minutely his actions while he was supposed to perform something and he didn't and something wrong happened.
3. Be very sharp and specific don't generalize his/her responsibility.
4. Sometimes it seems that Team member is defensive but actually he was going through a genuine problem.
5. The best approach is to make a diplomatic balance like if he is defensive for something wrong done by him then appraise something which he has done good in past or in present and very professionally make him realise that he shouldn't be defensive and should improve for future.

## Prioritising

How do you prioritise the work of your office and staff?

1. Highest priority should be given to the task if it is the top level task meaning that the other tasks in the completion list are dependent on.
2. Tasks that are core functions of the [software](#) without which the software can't function should be identified should be marked as a higher priority.

What are the weakest qualities or attributes a team leader should avoid definitely?

The team [lead](#) must avoid these attributes of his/her personality:

He/she always have [greater](#) understanding of project they should never ask about the project plan or anything which they are supposed to know because this degrades them in the eye of other Team members.

This is a basic fact that all leading positions don't matter he is [project manager](#) or team lead are very sensitive there are always other people who want to jump on those positions so be always loaded with extra knowledge skills and discipline.

During lack of right person in team (let's say QA) the team lead should be able to work instead.

Be critical about your [performance](#) before somebody else becomes.

As a team lead how do you enforce priority on a group member when he feels that the other thing is more important than the first?

The ability of a team [lead](#) to convince a team member that thing A is of more priority than the other thing B entirely depends on his/her quality of communication.

One of the possible ways to do this would be to arrange the sequence of events in a manner that would emphasise the occurrence of A before B. For instance one might say - "But don't you think that if A were to happen before B we could be able to achieve B in a [more efficient](#) manner?..." Make it an open question and let the team member ponder over this...At least while s/he thinks this through the team lead will buy time to get the higher priority thing done!

How will you resolve if there is a problem between your Team member and get work done?



When team members are at odds I ask them to review what our task is. The answer should be "to achieve our target". I ask them to remember that we are not required to like each other but we are required to work together with respect and that nothing less will be tolerated. The team members in question are then asked if they can work out their problem by themselves or if they need a third party to intervene. If they feel they need a third party I ask them who that party should be: me the department director -- maybe Human Resources. Then I make it clear that the issue is to be resolved today or at the latest tomorrow that their dissention is putting the project at risk and that is not acceptable.

At all times I make every effort to not lay blame on either team member unless the situation is extreme. (If the situation was extreme there would be little or no discussion -- we would go directly to HR.) Whatever the problem might be I make it clear that we will work it out and we will work it out now.

What steps must a team lead take to focus the skills of team members to higher authorities?

One of the good quality of a leader is to search the leadership qualities in his team if he find the qualities in one of the team member then it should not be kept within himself but to exposed to other higher authorities some of the points which he needs to taken care while explaining the qualities to authorities. The team lead should test the member in all situation all the reorganization should be on paper and if the authority ask to prove his talent or give the scenario were he has explicit himself on document that is the reason that documents are very important.

How does a team lead identify performance problems and solve the same among their team members?

Assuming [performance](#) problems refers to individual job performance problems ...A successful team lead will have laid out clearly defined objectives for each member of his team and therefore held accountable for reaching those individual goals. Team leads should periodically review the level of effort put forth by each team member. This makes it easier to identify and efficiently rectify performance problems. Periodic feedback to members is crucial in ensuring that any concerns are promptly resolved.

What is Self-managed team leadership?

Self-managed team leadership is different from traditional leadership and provides an alternative to traditional leader's role. Self-managed team leaders lead without positional authority. Self-managed team leadership is moving inside one's subordinate work group to lead. Self-managed team leadership defines a different role for the leader. The leader is not responsible for making decisions developing action plans or giving orders. In these situations the team is given the responsibility authority and accountability for managing a defined area of responsibility. When the work group is given control over one or more defined areas of team

responsibility it is the leader's role to use self-managed leadership skills and systematic processes to help the team to operate effectively and [efficiently](#).

How must the team leader play the role of learner to benefit a team?

A good learner only could be a good leader. The team leader must attend induction training seminars arranged by companies in various skills to keep them updated with the current [technology](#). They must learn and induct it their team members which proves them to be a good team leader.

How is the effectiveness of a team measured by team lead?

It can be measure by statistics and graphs what and how team have performed.

Leader [effectiveness](#) can be measure by getting the maximum potential from its team motivate them and bring out regular [improve](#) output.

Make them work freely create their own ideas check them if they forget the objective and goals.

Note: A check can be made by high attrition. If its high there is not satisfaction or employees are under pressure.