



Victoria University of Bangladesh

FINAL

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1. Can you explain how you would go about selecting new team members?

- Team members are going to be necessary when you want to build a company from scratch, you have to carefully plan your strategy and resources. Human resources, more specifically, are your best shot to conquer the niche marketplace and position yourself as a strong player. Picking the right professionals to build an effective team for a project is more challenging than it looks. It's a big responsibility and risk because the people you choose are the biggest factor to determine if your project will turn out to be successful. The more skilled and knowledgeable they are, the better your odds of success become. Here are ten tips for choosing the best professionals for your team:

1. Look for Excellent Communicators

For your team members to be receptive, understand, and act on what you tell them to, they'd better be great communicators. They are people who know how to listen, reply, and respect the other conversation participant.

2. Seek Well-Organized and Self-Disciplined Members

Two of the qualities that you should always expect from your team members are good organizational skills and self-discipline.

You can cultivate these things by building emotions around them and by engaging in an uncertain process that will gradually lead you towards the mastery of these skills.

3. Hire the Best Fit for the Role

Never make exceptions on this. When you hire people, you need to be 100% objective. It doesn't matter whether the candidate is one of your mother's friends or your partner.

4. Look for Resourceful and Influential Individuals

Do you want your team to be resourceful? Then start looking for resourceful individuals. When you want to make a big, delicious cake, you need to ensure that each piece is well dressed in the ingredients and every single component becomes remarkable at one point or another.

5. Do Your Research Well All the Time

Proper research will save your project from a lot of trouble along the way. Hiring team members that don't actually fit the job role and the team will waste your time, money, and energy, and the relationships between you two can often end up in conflict.

6. Seek Proactive Members

Proactivity is an essential component of each successful team. Your project heavily depends on the activity of each of your team members combined.

Employees that take action on their own are helpful assets.

7. Truly Listen to Your Candidate's Words

While your candidates are speaking, are you truly listening? Do you genuinely care about what they want to say? Or are you just hoping to hear the things you want to hear?

8. Prioritize Skills and Knowledge over Certifications

Seek skills, knowledge, and experience over certifications. Never choose solely based on certifications, as you risk getting unskilled and inexperienced project members that will only ruin your plans.

9. Find People That Are Willing to Commit

For your project to launch and grow successfully, you need people that are willing to commit to work, including risks, setbacks, fear, boredom, and the other negative feelings and situations that can come as a result of hard and smart work.

2. How do you see a manager's role on a team? How do you motivate a team?

- Managers must *care* about their employees, *encourage* their personal and professional development, and *respect* their opinions. Managers must help employees understand how their work ties to the mission or purpose of the organization. Managers must foster a team environment where employees can develop real, lasting friendships with one another.

Here are some ways you can steer your employees in the right direction and achieve your goals together.

1. Share your vision and set clear goals

You can only motivate and inspire your team if they know what they are working towards. Make sure your employees are aware of your vision and what your ultimate goals are for the business.

2. Communicate with your staff

Part of clear goal-setting relies on effective communication with your team. Communication is a two-way street and you should make sure that there is a constant flow of communication between you and your employees.

3. Encourage teamwork

The best kind of companies are those where everyone works together cohesively.

4. A healthy office environment

Our environment has a significant impact on our productivity, contentment, and creativity. Healthy and happy employees are more likely to feel motivated and engaged.

5. Give positive feedback and reward your team

The power of positive feedback is sometimes overlooked but recognizing and applauding achievement inspires team members as they can see themselves progressing towards the goals of the company.

6. Provide opportunities for development

Team members feel more valuable when they are learning and up skilling. To motivate and inspire your team to achieve great results you should provide your employees with opportunities for growth and development.

7. Give employees the space they need to thrive

A micromanaging boss can quickly stifle creativity. By giving your employees space and autonomy, you clearly show that you trust them to get the work done in their own way. This can inspire individuals to find more efficient or streamlined ways of completing tasks or to discover gaps in their skillset or the department as they work.

3. Tell me about a time you deal with a difficult employee? What you will do?

- At my previous job, I had an employee who was consistently late when competing tasks, which slowed down the entire department. I spoke to her in private and gave her a warning, including a deadline for improvement. When I saw no improvement, I spoke to Jane again and let her know that I would be reporting her to Human Resources. I also gave her another deadline for improvement. This was the employee's final deadline. Happily, after a three-week period, she was completing her tasks in a timely fashion. Not only was the problem solved, but her increased productivity helped the department complete projects ahead of schedule. This response shows how the employee was able to successfully ramp up the pressure, making it clear to the employee that some of her behavior was unsuccessful. This answer also makes it clear that the employee is willing to take serious steps and involve other departments as necessary.

4. Give some example of your teamwork skills?

- Here are some examples of on-the-job teamwork skills:
 - Working as part of a team to achieve company goals.
 - Working well and developing effective relationships with diverse personalities.
 - Developing and maintaining good relationships with co-workers and managers.
 - Maintaining open lines of communication with others.
 - Observing and coaching other employees.
 - Assisting with training.
 - Leading, Influencing, motivating, and persuading others to achieve goals.
 - Looking for ways to help others and provide assistance.
 - Showing interest in others and their concerns.
 - Dealing with a wide range of people with flexibility and open-mindedness.
 - Listening to and considering the viewpoint of others.

5. Do you prefer teamwork or working independently? Why?

- I feel that both teamwork and independent work situations come with their advantages and disadvantages. One advantage to teamwork is the collaboration with diverse professionals, however, working in groups every day can take away from focus and productivity in some cases.

“It depends on the task. When it comes to brainstorming, teams produce great ideas with multiple input, and teams can highlight people’s strengths. But I certainly enjoy working on my tasks as an individual as well, since in many ways it takes the ability to work alone for the team to fully succeed.”

Even though some companies may claim that they want someone that is a “team player,” the truth is that someone that claims they prefer not to work alone is not going to work out well in the corporate environment. So the answer above incorporates both qualities.