

VOCABULARY

⚡ KEY RESPONSIBILITIES

INTRODUCTION

We do limitless tasks at work every day! For now, here is a selection of some common activities and key responsibilities that you might discuss during your interview.

Please note, you don't need to talk about all these activities in your interview. Instead, choose to talk about experiences that are especially relevant to the position you are applying for.

BASIC ACTIVITIES

- Start work
- Go to work
- Finish work
- Work remotely
- Work on-site
- Use a hybrid working model
- Work well under pressure

ACTIVITIES FOR ANALYTICAL PEOPLE

- Pay attention to detail
- Monitor and evaluate effectiveness
- Deal with complex situations
- Provide an assessment
- Take immediate action
- Analyse data
- Critically review projects
- Think through issues logically
- Solve problems
- Use my initiative

ACTIVITIES FOR ORGANISED PEOPLE

- Prioritise tasks
- Keep to a schedule
- Maintain a tidy workspace
- Meet deadlines
- Keep tasks in order
- Deliver projects/objectives
- Complete administrative duties

ACTIVITIES FOR COMMERCIAL PEOPLE

- Increase sales/subscription numbers
- Identify sources of funding or income
- Process payments
- Process and maintain accurate financial records

ACTIVITIES FOR PROACTIVE PEOPLE

- Make optimum use of resources
- Research and identify new opportunities
- Keep up-to-date with market developments
- Identify innovative trends and opportunities
- Give my full attention to something
- Anticipate and respond quickly to developments
- Take risks
- Contribute ideas

ACTIVITIES FOR STRONG COMMUNICATORS

- Cultivate an atmosphere of open communication
- Facilitate an open exchange of ideas
- Listen to someone
- Present information
- Give my full attention to someone
- Give constructive feedback

ACTIVITIES FOR LEADERS

- Ensure team are focused
- Lead meetings
- Manage campaigns (promotional, marketing, sales etc)
- Coordinate between departments
- Provide support
- Design, deliver and plan modules or programmes
- Shape strategy/ policy
- Develop a culture of learning
- Empower people
- Instruct others
- Manage a team

ACTIVITIES FOR TEAM PLAYERS

- Have a positive attitude
- Actively collaborate with other departments
- Resolve conflicts
- Attend meetings
- Assist another department/ the team manager
- Collaborate with colleagues

ACTIVITIES YOU DO WITH CUSTOMERS/CLIENTS

- Interact with clients
- Handle queries
- Make someone feel valued
- Ensure customer satisfaction
- Attend to a customer
- Provide customer service
- Create a memorable experience
- Listen to someone
- Provide customer support
- Resolve conflicts
- Build rapport
- Respond to requests

THE WAY YOU DO ACTIVITIES...

- ...in a professional and timely manner
- ...in a safe and proper manner
- ...in accordance with the company's policy
- ...at a range of levels
- ...where appropriate
- ...in partnership with...
- ...through effective delegation
- ...as required for the team



by Susie Shields



📷 Montseny (BCN) - talktips.tv