

Answering interview questions about organisational skills

Answering questions about your organisational skills in a job interview is something that everyone needs to do. Staying organised is essential to being a productive employee, so hiring managers will always bring this up!

How to answer interview questions about organisational skills

Questions about your organisational skills are bound to come up during a job interview, regardless of the field or position. Organisational skills are valuable and a key trait many hiring managers look for when considering applicants. When responding to these questions, it's important to put your skills on full display while highlighting how you can apply them to the job at hand.

Here are a few tips to help you do just that.

1. Demonstrate that staying organised is important to you

Hiring managers and interviewers are always interested in your unique organisational methods. Every employee has an approach they prefer, and it's usually fine to do whatever works for you. But the most crucial thing they want to hear is that you value staying organised when you work.

They want to see that your organisational skills are effortless and second nature. You'd be surprised how many people approach their work without a method to keep them on track. While those individuals might cross the finish line and successfully finish a task they're working on, they often take longer, work inefficiently, and get side-tracked.

When answering interview questions about your organisational skills, your goal is to show that it's vital to your success. Demonstrate why staying organised matters and how it makes a difference in your professional life.

There are many ways to do this. You can talk about how staying organised during past experiences helped you see better results than your peers. Alternatively, you could go into detail about how those skills played a part in your previous accomplishments.

Highlight how staying organised has made a difference in your career and show that you plan on bringing those skills to the table if offered a job.



2. Break down your organisational approach

Another way to create a memorable answer is to detail how you stay organised. What approach do you use, and what techniques have helped you succeed in your past jobs?

Describing your techniques serves a few purposes. For starters, it shows that you genuinely practice good organisational skills in the real world.

Interviewers know that people prepare carefully crafted answers to make them look good. But when someone talks about real-world experiences, it shows authenticity and honesty.

Secondly, it gives the interviewer a glimpse into how you work and what kind of a fit you might be. Your response can show what you'll bring to the mix and how your skills could positively influence the rest of your team.

Of course, be concise. It's never a good idea to provide a long-winded answer. Spend some time creating a thoughtful and quick response. And don't use a hypothetical scenario. Retell a real situation. Walk the interviewer through your thought process step by step. Recite it a few times in mock interviews to get comfortable providing that information without rambling or taking too much time.

3. Give some examples where it has been helpful

There's no better way to illustrate your organisational skills than to provide real-world examples. Reflect on your career and provide examples of how being organised benefited you.

Maybe you applied your skills to meet a super-tight deadline or finish a last-minute task no one thought you could. Or perhaps you juggled multiple projects at once without breaking a sweat because you applied your organisational skills to stay on top of everything. You likely have moments like those in your past.

We rarely think of them as accomplishments until interview questions like this come up. **Reflect on your biggest successes, and there's a good chance that your organisational skills played a part in making them happen.**

Describe how you applied your skills and why. Then, direct the conversation to the job you're interviewing for, and demonstrate how you can do the same in the new position.

4. Make it clear that you can be flexible

Our last tip is an important one. While interviewers admire inherent organisational skills, they also want to see flexibility. Someone who's too stuck in their ways to adapt to a new workflow can be difficult to work with.

Companies want employees who can adapt and work as efficiently as possible in each situation. That may involve adopting new organisational approaches you're not used to using, so the worst thing you can do is appear inflexible.

Make it known that you can adapt and change your organisational techniques if needed. Consistently demonstrate that organisation is a priority, but don't be so hard-set in your ways that you come off as incapable of adapting.

Common mistakes when answering these questions

Interview questions about your organisational skills might not feel like a big deal at the moment since they offer tons of flexibility to highlight your capabilities. However, there are some red flags you must avoid.

Here are some faux pas you want to avoid.

Implying that you thrive in chaos

One of the worst things you can do is say that you have no organisational skills or imply that you don't need them. Everyone works differently, but companies need well-organised workers to thrive. Even if you do fine with a less structured approach, a lack of organisation will cause issues later.

Implying that you do well with chaos isn't a good look. Not only does it tell the interviewer your workstyle probably isn't the right fit, but it also implies that you simply don't care enough to try being organised. In most cases, a response like this will pull you from the running.

Coming off as inflexible

Earlier, we talked about the importance of flexibility. Companies want people who can adapt to new techniques and methodologies.

You might have your preferred way of doing things. There's nothing wrong with that, and you can say such during your interview. But you should always choose your words wisely to assure the interviewer that you're flexible enough to change if necessary.

Providing lengthy responses

Leave the long-winded responses at the door! Interviewers are interested in learning more about your organisational skills but don't need every little detail.

Keep your responses short and to the point. You can dive into detail without rambling. There's only so much time to talk, so you must keep your answers brief. Practice providing all the information you want in as few words as possible!

Closing thoughts

As you can see, knowing how to showcase your organisational skills in a job interview is crucial. If you take some time to practice these tips, you'll become a much more competitive applicant!

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