

TEAMWORK

WHAT IS IT?

The ability to work effectively with others in a group by using clear communication, active listening, respect for others' opinions and ideas, and information-sharing for the common good or goal.



WHY IS IT IMPORTANT?

Employers in all industries place high importance on hiring candidates with this skill. Having teamwork skills can foster an environment where people enjoy working together for the greater good of the business, which could greatly benefit any organization.



HOW CAN I GET BETTER AT IT?

- Join a committee/team at school or work
- Contribute and share ideas in a group setting
- Encourage and celebrate others on your team
- Practice giving and receiving feedback



WHAT ARE SOME EXAMPLES OF IT?

TIP: Think of examples you might have from your own experience and keep them in mind for when you prepare for interviews!

- Regularly attending team meetings to stay in the loop
- Collaborating with co-workers to solve a problem
- Complimenting a team member that has a great idea
- Staying late with your team to finish a project
- Helping to clarify roles and responsibilities
- Respecting others' ideas and opinions
- Providing valuable and relevant input

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TIME TO APPLY

TEAMWORK

PRACTICE INTERVIEW QUESTIONS FOCUSED ON TEAMWORK

- Tell me about a time you had a team member that was difficult to work with. How did you handle it?
- Describe the important qualities of a team player.

REFLECTION

- What are some examples where you had to use teamwork in your classes?
- How could teamwork be used in your current job or in the career you want to have?
- Why do employers want people who are great team players?

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