

350 Situational Judgement Test Sample Questions and Answers

By [AssessGrow](#)

Question 1

You notice that a usually high-performing colleague has been underdelivering for the past two weeks. How do you address this?

- A) Reassign their tasks to others without informing them
- B) Ignore the behavior as it's likely temporary
- C) Discuss privately and offer help while exploring root causes
- D) Report them to HR for underperformance

 **Correct Answer:** C

Question 2

A senior leader pressures you to cut corners to meet a tight deadline. What is the best course of action?

- A) Refuse the request outright with no explanation
- B) Comply to maintain a positive relationship
- C) Discuss the risks and suggest a more ethical alternative
- D) Agree, but quietly fix the shortcuts later

 **Correct Answer:** C

Question 3

You're chairing a team meeting when a junior employee presents a controversial idea. What do you do?

- A) Shift the conversation away to avoid potential conflict
- B) Encourage discussion to examine its feasibility

- C) Criticize the idea immediately to avoid confusion
- D) Ignore the suggestion altogether

 **Correct Answer:** B

Question 4

One of your colleagues regularly interrupts and dominates conversations in group discussions. What is your best response?

- A) Address it privately and explain its impact on team dynamics
- B) Let it go to maintain group harmony
- C) Publicly confront them during the next meeting
- D) Ask your manager to speak with them instead

 **Correct Answer:** A

Question 5

A client accuses your team of providing incorrect information, though you believe your data is accurate. What should you do?

- A) Defend your team and accuse the client of misinterpretation
- B) Review the issue objectively and clarify misunderstandings calmly
- C) Avoid replying immediately to avoid confrontation
- D) Escalate the issue to your manager to handle it

 **Correct Answer:** B

Question 6

A peer is visibly struggling to meet deadlines, and it's impacting shared deliverables. How do you act?

- A) Help them quietly without mentioning it to anyone
- B) Discuss the pattern, ask if they need support, and escalate only if necessary
- C) Take over their work completely
- D) Wait until they fall further behind before reacting

 **Correct Answer:** B

Question 7

Two senior colleagues you work with are openly in conflict, which is affecting your project. What do you do?

- A) Avoid both to stay neutral and focus on your tasks
- B) Speak with each individually to understand their concerns and facilitate alignment
- C) File a complaint to HR about their behavior
- D) Let the tension play out and avoid involvement

 **Correct Answer:** B

Question 8

A junior employee has made a mistake that could lead to client dissatisfaction. What is your first step?

- A) Publicly correct them so others learn from it
- B) Quietly fix it and never mention it
- C) Use it as a coaching opportunity and help them correct it properly
- D) Report it to HR to document the issue

 **Correct Answer:** C

Question 9

You're leading a cross-functional project where communication is breaking down. What's the best step?

- A) Propose structured communication channels and recurring alignment meetings
- B) Hope it self-corrects over time
- C) Send out a strong group email asking for more responsiveness
- D) Let each team work separately with minimal interaction

 **Correct Answer:** A

Question 10

A respected team member disagrees with your plan and offers a different approach. What should you do?

- A) Ignore their suggestion to maintain control
- B) Objectively assess their idea and combine strengths from both approaches
- C) Hand the project off to them entirely
- D) Stick with your plan without considering theirs

 **Correct Answer:** B

Question 11

You realize your team is about to miss a critical deadline due to a process bottleneck. What do you do?

- A) Communicate the issue to stakeholders and re-prioritize tasks collaboratively
- B) Blame another department for the delay
- C) Try to catch up silently without notifying anyone
- D) Push your team harder without discussing the root problem

 **Correct Answer:** A

Question 12

You notice a colleague manipulating data in a report to make their department look better. What's the best course of action?

- A) Raise it with your supervisor, including evidence
- B) Mention it casually to the colleague without pushing for change
- C) Let it go since it's not your department
- D) Confront them in front of the team

 **Correct Answer:** A

Question 13

A coworker asks you to lie on their behalf to cover a missed deadline. What do you do?

- A) Refuse and remind them of the importance of honesty
- B) Lie this time but warn them not to do it again

- C) Agree to help to maintain the friendship
- D) Report the situation to HR immediately

 **Correct Answer: A**

Question 14

Your supervisor is insisting on a strategy that you know has failed in the past. What's your best move?

- A) Follow the instruction to avoid tension
- B) Present your concerns with supporting data and suggest alternatives
- C) Ignore the instruction and do it your way
- D) Ask another colleague to talk them out of it

 **Correct Answer: B**

Question 15

An important client criticizes your team unfairly during a review meeting. What do you do?

- A) Calmly acknowledge their concerns and offer to look into the issue
- B) Defend your team aggressively and reject the criticism
- C) Stay silent and hope the topic changes
- D) Redirect the blame to someone else

 **Correct Answer: A**

Question 16

You're given confidential information about an upcoming layoff. What's the right thing to do?

- A) Share it with trusted coworkers so they can prepare
- B) Keep it confidential until officially announced
- C) Warn close friends in the office privately
- D) Use it as leverage in your own career discussion

 **Correct Answer: B**

Question 17

You notice the intern is being excluded from team activities and decisions. What should you do?

- A) Ignore it—they're temporary staff
- B) Address it in your next team meeting to promote inclusivity
- C) Take it up with HR immediately
- D) Make informal jokes to help them fit in

 **Correct Answer:** B

Question 18

A coworker is openly taking shortcuts that compromise safety. What's your next step?

- A) Privately confront them and explain the risks involved
- B) Report the behavior to your safety officer or supervisor
- C) Follow their lead to save time
- D) Ignore it and stay focused on your own work

 **Correct Answer:** B

Question 19

You've been offered a promotion, but you know a colleague is more qualified. What do you do?

- A) Decline the promotion out of fairness
- B) Accept the promotion and use it to help your team
- C) Recommend the other person instead
- D) Complain to management about favoritism

 **Correct Answer:** B

Question 20

You're overloaded with work and a colleague asks for urgent help. What's the best action?

- A) Say yes and work late without telling anyone
- B) Decline the request to protect your own tasks

- C) Discuss your availability and offer support within reason
- D) Pretend to be unavailable to avoid guilt

 **Correct Answer:** C

Question 21

You are asked to lead a change initiative that is likely to face resistance. What do you do first?

- A) Begin implementing changes and deal with resistance later
- B) Run a feedback session to understand concerns and build buy-in
- C) Create a detailed plan without consulting the team
- D) Delegate the job to someone else

 **Correct Answer:** B

Question 22

A customer emails you with a complaint, but their message is aggressive and unfair. What's the best response?

- A) Ignore the message for a day to cool off
- B) Respond calmly and professionally, addressing the core issue
- C) Match their tone to stand your ground
- D) Escalate the issue immediately to your manager

 **Correct Answer:** B

Question 23

You overhear two colleagues gossiping about sensitive company information. What should you do?

- A) Tell your manager what you heard
- B) Join the conversation to learn more
- C) Advise them privately to stop discussing sensitive matters
- D) Stay silent and avoid involvement

 **Correct Answer:** C

Question 24

You're mentoring a junior employee who consistently avoids taking feedback. What's your approach?

- A) Schedule a candid 1:1 conversation about their behavior and growth
- B) Reduce feedback to avoid awkwardness
- C) Criticize them publicly in meetings to push for change
- D) Let someone else handle their development

 **Correct Answer:** A

Question 25

You're placed on a project with a coworker known for missing deadlines. How do you ensure success?

- A) Do most of the work yourself to compensate
- B) Set clear expectations and build checkpoints together
- C) Alert your manager preemptively
- D) Ask for a reassignment

 **Correct Answer:** B

Question 26

Your manager makes a joke in a meeting that offends one of your team members. What do you do?

- A) Say nothing — it wasn't directed at you
- B) Speak to your manager privately and share your concern
- C) Publicly challenge the manager during the meeting
- D) Tell the offended team member to brush it off

 **Correct Answer:** B

Question 27

You find out a project you're managing is going to exceed the budget. What's your best step?

- A) Ignore it and hope costs balance out
- B) Notify stakeholders and suggest areas to reduce costs
- C) Hide the expenses in unrelated line items
- D) Push vendors to delay invoicing

 **Correct Answer:** B

Question 28

You have to collaborate with a difficult colleague who often disregards input. What do you do?

- A) Focus on tasks you can complete alone
- B) Establish ground rules and emphasize team goals early on
- C) Let them lead everything to avoid conflict
- D) Report them to management immediately

 **Correct Answer:** B

Question 29

A team member presents a great idea that contradicts your current strategy. What's your response?

- A) Shut it down to avoid confusion
- B) Evaluate its merits and adapt your plan if it adds value
- C) Say you'll consider it but never follow up
- D) Let someone else evaluate it

 **Correct Answer:** B

Question 30

You're asked to take over a failed project with low morale. What do you do first?

- A) Begin task assignments immediately to regain momentum
- B) Conduct a reset meeting to understand what went wrong and set new goals
- C) Replace most of the team with new people
- D) Submit a resignation from the project

 **Correct Answer:** B

Question 31

You're approached by a team member who's considering leaving due to burnout. What do you do?

- A) Suggest they take vacation and return refreshed
- B) Explore workload adjustments and escalate if needed
- C) Dismiss it as a personal issue
- D) Ask them to wait until after the next project ends

 **Correct Answer:** B

Question 32

You're leading a high-pressure project and your team is beginning to crack under pressure. How do you handle it?

- A) Push them harder to meet deadlines
- B) Reassess the timeline and workloads, and redistribute as needed
- C) Ignore it and keep moving forward
- D) Request more budget for overtime

 **Correct Answer:** B

Question 33

A competitor publicly accuses your company of unethical behavior. What should you do?

- A) Ignore the accusations
- B) Respond factually and transparently, without emotional bias
- C) Post a counterattack statement
- D) Encourage employees to defend the company online

 **Correct Answer:** B

Question 34

You disagree with your manager's decision but you're expected to implement it. What's your approach?

- A) Share your concerns constructively and carry it out professionally
- B) Refuse to implement it
- C) Do it but sabotage its execution
- D) Tell your team it's a poor decision

 **Correct Answer: A**

Question 35

A well-liked colleague is clearly underqualified for a role they've been promoted into. What do you do?

- A) Publicly question their promotion
- B) Offer help privately while encouraging them to develop
- C) Gossip about the promotion with peers
- D) Complain to leadership anonymously

 **Correct Answer: B**

Question 36

A colleague keeps taking credit for work you've done. What do you do?

- A) Raise it constructively in a private discussion
- B) Ignore it — recognition doesn't matter
- C) Confront them angrily
- D) Email the entire team listing your contributions

 **Correct Answer: A**

Question 37

A deadline was missed because of your miscalculation. What should you do?

- A) Blame it on a technical glitch
- B) Take responsibility and suggest a recovery plan

- C) Say nothing unless someone brings it up
- D) Shift focus to other projects

 **Correct Answer:** B

Question 38

You hear a rumor that your team might be dissolved. What's the right move?

- A) Fuel the rumor to pressure leadership
- B) Stay focused, seek facts, and support your team calmly
- C) Send out your résumé immediately
- D) Call a team meeting and speculate together

 **Correct Answer:** B

Question 39

A team member keeps submitting low-quality work. How do you respond?

- A) Ignore it unless clients complain
- B) Give clear feedback and coaching on expectations
- C) Do the work yourself to ensure quality
- D) Shame them publicly to improve accountability

 **Correct Answer:** B

Question 40

You've been asked to mentor someone with a very different working style. How do you proceed?

- A) Decline the request to avoid conflict
- B) Adjust your style where possible and find common ground
- C) Change their style to match yours
- D) Avoid interaction as much as possible

 **Correct Answer:** B

Question 51

A colleague asks you to cover up a mistake they made in a client report. What should you do?

- A) Report the incident to HR immediately
- B) Politely refuse and explain why honesty is important
- C) Agree to help this once to preserve the relationship
- D) Re-write the report yourself to fix the mistake quietly

 **Correct Answer:** B

Question 52

Your manager publicly praises a colleague for an idea that was originally yours. What's the best action?

- A) Correct the manager publicly
- B) Let it go to keep the peace
- C) Speak privately to clarify and offer future collaboration
- D) Complain to HR about favoritism

 **Correct Answer:** C

Question 53

You learn your team has been using an outdated policy that may affect compliance. What should you do?

- A) Pause the process and notify compliance and leadership
- B) Wait for someone else to notice
- C) Tell your team to update it silently
- D) Send a quick memo without explanation

 **Correct Answer:** A

Question 54

You're managing a project and realize halfway through that the scope has changed significantly. What should you do?

- A) Keep going to avoid delays
- B) Adjust the timeline and communicate the change
- C) Restart the project entirely
- D) Wait until the final phase to update the stakeholders

 **Correct Answer: B**

Question 55

You suspect your team member is falsifying timesheets. What do you do?

- A) Report them to payroll without confronting them
- B) Ask them about the discrepancies in a private, neutral setting
- C) Ignore it to maintain harmony
- D) Wait until you have more evidence before acting

 **Correct Answer: B**

Question 56

A peer continuously interrupts you during meetings. What is your best move?

- A) Confront them during the meeting
- B) Raise the issue with your manager
- C) Address it calmly with them after the meeting
- D) Avoid participating in future discussions

 **Correct Answer: C**

Question 57

Your department's performance is declining. What's your first step?

- A) Investigate the root cause and gather team input
- B) Make cuts to staff
- C) Blame external factors in a leadership update
- D) Push for harder deadlines

 **Correct Answer: A**

Question 58

A team member routinely misses internal deadlines but delivers on client tasks. What do you do?

- A) Praise their client success and ignore internal delays
- B) Have a conversation to emphasize internal accountability
- C) Delegate fewer responsibilities
- D) Reassign them to a different department

 **Correct Answer:** B

Question 59

You're managing a project with cross-departmental input and facing delays from another team. What's your next step?

- A) Escalate the issue immediately to executives
- B) Meet with the other team to align priorities and find a solution
- C) Adjust your team's timeline quietly
- D) Reassign work without informing them

 **Correct Answer:** B

Question 60

A colleague is pushing back on your leadership in front of your team. What do you do?

- A) Confront them in the meeting to establish control
- B) Pause the meeting and resolve the issue privately afterward
- C) Ignore them and continue the meeting
- D) Report their behavior to your supervisor

 **Correct Answer:** B

Question 61

A highly skilled employee is consistently rude to others. How do you handle it?

- A) Overlook it due to their expertise
- B) Provide clear behavioral feedback and set boundaries
- C) Reassign them to solo work
- D) Bring it up casually at lunch

 **Correct Answer: B**

Question 62

You're asked to take on a high-visibility project, but your current workload is full. What should you do?

- A) Accept it and work overtime
- B) Share your bandwidth honestly and suggest realistic timelines
- C) Decline and risk losing visibility
- D) Delegate your current tasks without notice

 **Correct Answer: B**

Question 63

You see a teammate struggling with a skill they're expected to know. What do you do?

- A) Coach them informally if you're able
- B) Report the issue to their manager
- C) Do the task yourself instead
- D) Avoid stepping in so they learn on their own

 **Correct Answer: A**

Question 64

You have a team member with strong technical skills but poor communication. What's the next step?

- A) Let them avoid meetings
- B) Offer communication coaching and feedback
- C) Limit their contact with stakeholders
- D) Leave it to HR to address later

✓ **Correct Answer:** B

Question 65

A conflict between team members is escalating. What's your best course of action?

- A) Let them resolve it themselves
- B) Mediate a structured conversation and listen to both sides
- C) Reassign one of them to another team
- D) Report the issue to HR directly

✓ **Correct Answer:** B

Question 66

A client pressures you for a deliverable you know is not realistic. What do you do?

- A) Agree and try to deliver anyway
- B) Explain the constraints and suggest a feasible alternative
- C) Escalate it to your manager without responding
- D) Say nothing and wait to address it later

✓ **Correct Answer:** B

Question 67

A colleague credits themselves in a presentation for something you led. What do you do?

- A) Publicly correct them in the meeting
- B) Speak to them privately and seek credit calmly
- C) Ignore it—results matter more than recognition
- D) Submit a formal complaint to leadership

✓ **Correct Answer:** B

Question 68

You're new to a role and notice your predecessor was using inefficient processes. What should you do?

- A) Keep them to avoid disrupting routines
- B) Propose improvements with data to back your suggestions
- C) Immediately overhaul everything
- D) Wait a few months before changing anything

 **Correct Answer: B**

Question 69

An executive asks for a last-minute change that will delay the project. What do you do?

- A) Push back with reasoning and propose trade-offs
- B) Comply immediately, no questions asked
- C) Say you'll try, but make no adjustments
- D) Blame your team for not finishing faster

 **Correct Answer: A**

Question 70

You discover a flaw in your own work after it's already been implemented. What do you do?

- A) Quietly fix it later
- B) Admit the error and address it transparently
- C) Hope nobody notices
- D) Deflect blame to a peer

 **Correct Answer: B**

Question 71

Your project timeline depends on a partner team that consistently misses deadlines. What's your best move?

- A) Push your own team harder to compensate
- B) Reassign the project internally to avoid them
- C) Escalate the issue to senior leadership immediately

D) Collaborate with them to identify blockers and propose joint solutions

☒ **Correct Answer:** D

Question 72

You're leading a team with low morale due to recent layoffs. What's the best approach?

- A) Keep pushing deadlines without addressing emotions
- B) Share the positive outlook and acknowledge team concerns
- C) Avoid discussing layoffs altogether
- D) Tell them to be grateful they still have jobs

☒ **Correct Answer:** B

Question 73

You realize your presentation contains a serious error minutes before delivering it. What do you do?

- A) Deliver as is and fix it afterward
- B) Cancel the presentation
- C) Address the error upfront and provide a corrected version later
- D) Blame a team member for the error during the presentation

☒ **Correct Answer:** C

Question 74

Your colleague frequently takes credit for others' work in meetings. What should you do?

- A) Complain about them to the whole team
- B) Ignore it — it's not worth the hassle
- C) Raise your concern during the next meeting
- D) Speak to them privately and ask for transparency going forward

☒ **Correct Answer:** D

Question 75

You've identified a way to save costs, but it will mean reassigning a popular vendor. What's your best action?

- A) Avoid change to keep relationships smooth
- B) Wait for someone else to take initiative
- C) Share the opportunity and support the transition with data
- D) Make the switch without telling anyone

 **Correct Answer:** C

Question 76

A junior team member makes an error that delays delivery. What do you do?

- A) Call them out during the team call
- B) Blame them in your report to management
- C) Avoid involving them in future work
- D) Use it as a learning opportunity and review the process with them

 **Correct Answer:** D

Question 77

You're asked to mentor a new employee, but you're behind on deadlines. What's your move?

- A) Ask not to be involved at all
- B) Tell the new employee to figure things out independently
- C) Delegate mentoring to someone else
- D) Communicate your workload and offer structured support within your availability

 **Correct Answer:** D

Question 78

A customer is angry due to a miscommunication by your team. What's your next step?

- A) Escalate the issue to another department
- B) Acknowledge the frustration, clarify, and offer a solution
- C) Defend your team and avoid apology
- D) Delay the conversation hoping they cool down

 **Correct Answer:** B

Question 79

You hear rumors about a project being shut down, but there's no official word. What do you do?

- A) Start preparing your team to exit the project
- B) Gossip to validate the rumor
- C) Email your manager for a direct answer
- D) Wait for official confirmation and maintain focus

 **Correct Answer:** D

Question 80

Two top-performing employees are clashing and it's affecting performance. How do you handle it?

- A) Choose a side and back them
- B) Reassign one to a new team
- C) Let them work it out over time
- D) Set up a meeting to facilitate resolution with both

 **Correct Answer:** D

Question 81

Your team is falling behind and blaming unclear expectations. What should you do?

- A) Review goals collaboratively and clarify deliverables
- B) Leave expectations unchanged to test resilience
- C) Blame them for not asking questions
- D) Ask your manager to step in

 **Correct Answer:** A

Question 82

You've made a commitment that turns out unrealistic. What now?

- A) Let someone else take the fall
- B) Inform stakeholders promptly and reset expectations
- C) Do your best and apologize later
- D) Pretend nothing changed

 **Correct Answer:** B

Question 83

A senior stakeholder is pushing back on your report conclusions. What's your best action?

- A) Escalate immediately to your manager
- B) Invite a discussion with evidence to support your conclusions
- C) Remove the points they disagree with
- D) Defend your work and walk away

✓ **Correct Answer:** B

Question 84

You inherit a poorly organized project from another manager. What do you do?

- A) Blame the previous manager publicly
- B) Start fresh with new processes
- C) Pause all activity until you're sure what to do
- D) Review existing work, preserve what's good, and reorganize strategically

✓ **Correct Answer:** D

Question 85

An intern reports harassment from a full-time employee. What's the correct action?

- A) Handle it privately with the accused
- B) Avoid involvement — it's not your role
- C) Wait to see if it continues
- D) Reassure them and report the incident to HR

✓ **Correct Answer:** D

Question 86

You notice a teammate has started showing signs of burnout. What should you do?

- A) Let them take time off without follow-up
- B) Ignore it — they'll bounce back
- C) Report them as unfit to HR
- D) Talk with them supportively and help reduce workload where possible

✓ **Correct Answer:** D

Question 87

A department is resistant to collaborating on a shared objective. What's your move?

- A) Avoid collaboration and finish the task without them
- B) Initiate a joint session to align goals and clarify roles
- C) Remove their responsibilities
- D) Pressure their manager to force cooperation

 **Correct Answer: B**

Question 88

You have to deliver bad news to your team. What's your best approach?

- A) Let someone else break the news
- B) Sugarcoat the message to avoid discomfort
- C) Share only the essentials in a group chat
- D) Be transparent, empathetic, and invite questions

 **Correct Answer: D**

Question 89

A junior team member speaks out of turn in a meeting with executives. What should you do?

- A) Ask them to leave future meetings
- B) Report them to HR
- C) Criticize them afterward
- D) Coach them privately on protocol

 **Correct Answer: D**

Question 90

A valuable client asks you for a favor that violates internal rules. What should you do?

- A) Fulfill the request to keep the client happy
- B) Politely decline and explain the policy
- C) Involve your manager without telling the client

D) Delay response until they forget

☒ **Correct Answer: B**

Question 91

You're asked to manage a remote team across time zones. What's your strategy?

A) Rotate meeting times and use asynchronous updates

B) Make the team adjust to your time zone

C) Use email only to minimize scheduling

D) Set one universal meeting time that suits most

☒ **Correct Answer: A**

Question 92

A vendor requests a personal favor in exchange for a discount. What do you do?

A) Accept if it benefits the company

B) Politely decline and report the request

C) Negotiate the favor terms professionally

D) Delay and hope they withdraw it

☒ **Correct Answer: B**

Question 93

You made a hiring recommendation that turned out poorly. What's your response?

A) Avoid participating in future hires

B) Blame the candidate

C) Acknowledge it and help correct the course with training or reassignment

D) Defend your reasoning and move on

☒ **Correct Answer: C**

Question 94

Your manager assigns you to a project that conflicts with your values. What do you do?

- A) Refuse to participate
- B) Raise your concerns respectfully and seek alignment
- C) Comply without question
- D) Criticize the project publicly

 **Correct Answer:** B

Question 95

You're assigned to review a friend's underperformance. What's the most ethical path?

- A) Let someone else do it
- B) Evaluate honestly and fairly, disclosing any potential conflict if needed
- C) Give them a favorable review to help them out
- D) Ignore parts of their review

 **Correct Answer:** B

Question 96

You receive confidential data in error. What's your first step?


- A) Share it with a colleague for review
- B) Notify the sender and delete the file
- C) Use the data if it helps your task
- D) Ignore it

 **Correct Answer:** B

Question 97

You are offered an opportunity that benefits you but leaves your team vulnerable. What do you do?

- A) Accept it and inform them after
- B) Discuss your departure openly and plan a smooth transition
- C) Delay the decision and see if they notice
- D) Decline to avoid disrupting the team

 **Correct Answer:** B

Question 98

You notice your team is underutilizing a valuable tool. What do you do?

- A) Provide training and demonstrate the benefits
- B) Ignore it — they'll adapt eventually
- C) Enforce usage by mandate
- D) Let them learn naturally over time

✓ **Correct Answer:** A

Question 99

You're put in charge of resolving customer complaints. What's your best starting point?

- A) Respond defensively to protect the company
- B) Analyze patterns, listen actively, and offer real solutions
- C) Wait until you receive a high volume
- D) Redirect complaints to a call center

✓ **Correct Answer:** B

Question 100

You need to deliver a performance review to a consistently underperforming employee. What's the best tone?

- A) Passive-aggressive to express your frustration
- B) Blunt and critical to drive change
- C) Light and vague to avoid tension
- D) Direct, constructive, and supportive with a development plan

✓ **Correct Answer:** D

Question 101

You're onboarding a new hire remotely. What's the most effective way to ensure they feel integrated?

- A) Assign them tasks and let them learn on the go
- B) Wait until they reach out for help
- C) Schedule regular check-ins and introduce them to team culture

D) Send them a handbook and wait for questions

☒ **Correct Answer: C**

Question 102

A client is consistently violating agreed-upon timelines. What should you do?

A) Escalate immediately to legal

B) Ignore it to preserve the relationship

C) Document the delays and ask for a revised timeline discussion

D) Work overtime to meet your original deadlines

☒ **Correct Answer: C**

Question 103

Your colleague failed to complete their part of a shared report, and the deadline is in an hour. What do you do?

A) Delay the report and blame the colleague

B) Complete their section as best you can and inform them

C) Complain about them to the manager

D) Submit only your part

☒ **Correct Answer: B**

Question 104

You've spotted an inconsistency in a financial report that could cause serious issues if published. What's your first move?

A) Alert finance and pause the report

B) Send the report, then follow up later

C) Correct it quietly and submit

D) Assume it's intentional and keep quiet

☒ **Correct Answer: A**

Question 105

A team member disagrees with your leadership style and has voiced it to others. What should you do?

- A) Avoid future interaction with them
- B) Speak to them privately and seek mutual understanding
- C) Ask your manager to reassign them
- D) Defend yourself publicly

☒ **Correct Answer: B**

Question 106

You're managing a project that's losing traction. How do you re-engage the team?

- A) Move on to a different project
- B) Replace team members
- C) Discuss project goals and reset expectations together
- D) Apply more pressure with tighter deadlines

☒ **Correct Answer: C**

Question 107

You're asked to represent your department in a meeting on short notice. You're underprepared. What's the best course?

- A) Make general comments without substance
- B) Ask someone else to attend instead
- C) Decline the request
- D) Attend, be transparent, and commit to follow up with data later

☒ **Correct Answer: D**

Question 108

You catch a team member violating a policy they may not be aware of. What should you do?

- A) Educate them about the policy and document the conversation
- B) Wait to see if it happens again
- C) Immediately report them
- D) Warn them privately and let it go

☒ **Correct Answer: A**

Question 109

You're the only one opposing a popular decision you believe is unethical. What do you do?

- A) Speak up respectfully with reasoning and values-based concern
- B) Stay quiet to avoid confrontation
- C) Agree and try to fix it from within later
- D) Leak the concern anonymously

 **Correct Answer: A**

Question 110

An employee gives vague updates and avoids accountability. What should you do?

- A) Address it directly and set clear expectations with follow-ups
- B) Ask someone else to shadow them
- C) Ignore it unless it causes major problems
- D) Limit their tasks going forward

 **Correct Answer: A**

Question 111

Your team keeps missing minor deadlines, but quality remains high. What should you do?

- A) Review workload balance and talk through time management
- B) Reprimand them publicly
- C) Ignore it as long as the output is good
- D) Reduce their responsibilities to avoid future slips

 **Correct Answer: A**

Question 112

A senior executive repeatedly misuses data in their presentations. What's your move?

- A) Talk privately and provide accurate data
- B) Correct them in front of the audience
- C) Notify legal and HR

D) Avoid getting involved — they're too senior

☒ **Correct Answer: A**

Question 113

You've been promoted over an experienced colleague. They now seem distant. What's the best way to respond?

A) Speak openly to acknowledge the situation and invite collaboration

B) Limit interaction to professional essentials

C) Reassign them to a different team

D) Ignore the behavior and focus on your new role

☒ **Correct Answer: A**

Question 114

A recurring error is being made in a process shared by two teams. What should you do?

A) Organize a joint session to identify gaps and redesign the workflow

B) Blame the other team and raise it in leadership meetings

C) Create a workaround and avoid changing the main process

D) Assign the process to one team only

☒ **Correct Answer: A**

Question 115

You're in a cross-functional group and a teammate is constantly dominating discussions. What do you do?

A) Set up meeting rules to encourage equal participation

B) Ignore it — they have seniority

C) Email leadership to complain

D) Ask the teammate to speak less

☒ **Correct Answer: A**

Question 116

An urgent client issue arises outside of your working hours. What's your ideal response?


- A) Respond if possible and escalate if needed
- B) Ignore it and deal with it the next day
- C) Forward it to another team without context
- D) Send an automated reply and forget it

 **Correct Answer:** A

Question 117

A well-liked team member is violating policy but others are afraid to report it. What do you do?

- A) Raise the concern directly and involve the proper channel
- B) Let HR discover it on their own
- C) Warn the team member quietly
- D) Pretend you didn't notice

 **Correct Answer:** A

Question 118

You learn your project budget was cut in half unexpectedly. What's your next move?

- A) Meet with stakeholders and reprioritize deliverables
- B) Ask for additional funds anyway
- C) Cut team size immediately
- D) Continue as planned and risk failure

 **Correct Answer:** A

Question 119

A teammate is hoarding information and stalling collaboration. What should you do?

- A) Address it directly and clarify expectations for sharing
- B) Copy leadership on every email
- C) Let it continue — it's their responsibility
- D) Work around them using other resources

 **Correct Answer:** A

Question 120

Your manager asks you to lead a project that's clearly not your area of expertise. How do you respond?

- A) Accept, then privately ask someone else to run it
- B) Accept the role and request access to support or resources
- C) Refuse immediately
- D) Delegate everything without telling the manager

 **Correct Answer: B**

Question 121

You inherit a team that has been demoralized by a previous toxic leader. What should be your first step?


- A) Replace key team members for a fresh start
- B) Quickly enforce new productivity targets
- C) Meet 1-on-1 with each member to rebuild trust
- D) Observe for a few weeks without intervening

 **Correct Answer: C**

Question 122

You're asked to give feedback to a peer who becomes defensive easily. What's your approach?

- A) Use collaborative language and specific examples in private
- B) Give vague feedback to avoid upsetting them
- C) Focus on their past mistakes to establish authority
- D) Ask someone else to deliver the feedback

 **Correct Answer: A**

Question 123

You notice a teammate has been excluded from a major discussion thread. What should you do?

- A) Add them to the thread and update them directly
- B) Assume they weren't relevant and say nothing
- C) Tell them informally but don't add them back

D) Notify their manager of the oversight

✓ **Correct Answer:** A

Question 124

Your team has been performing well, but client satisfaction scores are dropping. What's your move?

A) Focus only on internal KPIs

B) Conduct a feedback session with clients to understand concerns

C) Assume clients are just harder to please

D) Blame the account management team

✓ **Correct Answer:** B

Question 125

You overhear another manager sharing confidential employee info in the break room. What do you do?

A) Join the conversation to learn more

B) Say nothing — it doesn't involve your team

C) Privately raise your concern with them first

D) Publicly call them out

✓ **Correct Answer:** C

Question 126

An employee begins showing erratic behavior that affects their work. What's your first step?

A) Remove them from all projects

B) Escalate the issue to HR with documentation

C) Talk with them supportively to understand the issue

D) Warn them about disciplinary action

✓ **Correct Answer:** C

Question 127

Your direct report feels overlooked in meetings. What's a good next step?

- A) Start assigning them speaking points ahead of meetings
- B) Ask them to write a summary instead of participating live
- C) Blame the team culture
- D) Tell them to speak up more assertively

 **Correct Answer: A**

Question 128

A client's request violates your company's code of conduct. What do you do?

- A) Politely decline and explain the policy boundaries
- B) Agree anyway and keep it off the record
- C) Suggest a workaround that technically avoids policy
- D) Delay your response while seeking legal advice

 **Correct Answer: A**

Question 129

Two departments blame each other for a failed deadline. What's the best response?

- A) Schedule a debrief and facilitate a root-cause analysis
- B) Let it go and focus on fixing it yourself
- C) Pick a side based on your relationships
- D) Escalate to senior management without discussion

 **Correct Answer: A**

Question 130

Your teammate misses a critical step in a safety protocol. What's your response?

- A) Reprimand them in front of the team
- B) Send a group message to warn others
- C) Remind them privately and report the incident
- D) Correct the issue silently

 **Correct Answer: C**

Question 131

Your manager takes credit for your idea in a leadership meeting. What's the best way to handle it?

- A) Complain to HR about credit theft
- B) Speak to your manager privately and ask for recognition next time
- C) Vent to your peers
- D) Correct them during the meeting

 **Correct Answer:** B

Question 132

A junior employee disagrees with a decision during a team meeting. What should you do?

- A) Encourage their input and explore their perspective
- B) Laugh it off and change the subject
- C) Ask them to bring it up after the meeting
- D) Dismiss their point and move on

 **Correct Answer:** A

Question 133

You've just started managing a team with no established workflows. What's your first step?

- A) Wait to see what works organically
- B) Interview the team to design a clear workflow collaboratively
- C) Let each person do it their own way
- D) Roll out a new structure immediately

 **Correct Answer:** B

Question 134

You're leading a project and one person is doing significantly less work than the rest. What do you do?

- A) Reassign their tasks quietly
- B) Meet with them to clarify expectations and redistribute workload
- C) Criticize them in front of the team
- D) Do their share to keep the peace

 **Correct Answer:** B

Question 135

A former employee has returned and is resisting current procedures. What's your best move?

- A) Let them continue using their old methods
- B) Ask HR to re-onboard them again
- C) Tell the team to ignore them
- D) Re-explain expectations and invite their input

 **Correct Answer:** D

Question 136

You notice a colleague regularly works overtime but still misses deadlines. What should you do?

- A) Assume they just work slowly and ignore it
- B) Talk with them to understand workload challenges
- C) Assign fewer tasks automatically
- D) Publicly highlight their inefficiency

 **Correct Answer:** B

Question 137

Your team launches a new feature and it receives unexpected negative feedback. What now?

- A) Blame the product team
- B) Defend the release publicly
- C) Hold a review session and adapt based on user data
- D) Ignore the feedback

 **Correct Answer:** C

Question 138

You need to ask a peer for help but they're known to be dismissive. What's the best approach?

- A) Try to avoid asking them altogether
- B) Send vague emails hoping they volunteer
- C) Ask respectfully and explain the impact of their support

D) Demand help and cc your manager

☒ **Correct Answer: C**

Question 139

You're leading a team spread across countries with cultural differences. What should you prioritize?

A) Foster shared goals while respecting diverse working styles

B) Standardize communication and expect conformity

C) Avoid team discussions and work individually

D) Let senior voices dominate for consistency

☒ **Correct Answer: A**

Question 140

A high-performing team member is suddenly missing deadlines. What should you do?

A) Highlight their recent failures in a meeting

B) Remove them from key responsibilities

C) Warn them formally

D) Check in privately and ask how you can support them

☒ **Correct Answer: D**

Question 141

You've delegated a task, but the result is below expectations. What's the best response?

A) Ignore it since the task is done

B) Redo it yourself and avoid delegating next time

C) Blame them in front of the team to set a standard

D) Meet with the person, give feedback, and clarify expectations

☒ **Correct Answer: D**

Question 142

You're covering for a colleague on vacation and discover an unresolved client issue. What should you do?

- A) Forward it to another team
- B) Notify the client and resolve it, then brief your colleague on return
- C) Wait until your colleague returns and act only if asked
- D) Leave it for your colleague to handle later

 **Correct Answer: B**

Question 143

You're mentoring a junior employee who misses multiple deadlines. What's your approach?

- A) Take over the task yourself to avoid further issues
- B) Report them to HR
- C) Coach them on time management and set small, trackable milestones
- D) Remove them from the project

 **Correct Answer: C**

Question 144

You overhear an employee making inappropriate comments in a break room. What do you do?

- A) Ignore it since it wasn't directed at anyone
- B) Publicly correct them on the spot
- C) Speak to them privately and remind them of respectful conduct
- D) Wait to see if it happens again

 **Correct Answer: C**

Question 145

You're offered a promotion but it would pull you from a critical project. What's your best move?

- A) Accept the promotion and let others handle the fallout
- B) Ask for a delay until the project is complete
- C) Discuss a transition plan with leadership before committing
- D) Decline the offer entirely

 **Correct Answer: C**

Question 146

A customer submits feedback that feels harsh and unfair. What do you do?

- A) Respond politely, acknowledge their concern, and ask for clarification
- B) Forward it to management without responding
- C) Defend your team immediately
- D) Dismiss the feedback—it's clearly biased

 **Correct Answer:** A

Question 147

You're brought into a new project team that already has conflict. What's your first action?

- A) Take sides with the majority
- B) Observe and avoid involvement
- C) Meet individually with team members to understand their perspectives
- D) Request to be reassigned

 **Correct Answer:** C

Question 148

An employee is underperforming but has strong potential. What's your best move?

- A) Create a development plan and provide regular coaching
- B) Limit their workload going forward
- C) Replace them with someone more efficient
- D) Ignore it — they'll improve naturally

 **Correct Answer:** A

Question 149

You notice that team meetings often overrun and lose focus. What should you do?

- A) Suggest a new format with timed agendas
- B) Let them run long — it's part of collaboration
- C) Ask leadership to reduce meeting frequency
- D) Stop attending meetings

 **Correct Answer:** A

Question 150

A partner organization sends over a deliverable that doesn't meet your standards. What's your next step?

- A) Accept it anyway to avoid delays
- B) Share specific feedback and offer a chance to revise
- C) Reject the deliverable and look for another vendor
- D) Escalate to your executive team

☒ **Correct Answer:** B

Question 151

You're managing a hybrid team and notice remote members feel left out. What do you do?

- A) Wait for them to speak up
- B) Focus on in-office productivity
- C) Encourage them to come into the office
- D) Create inclusive practices like virtual standups and equal visibility

☒ **Correct Answer:** D

Question 152

Your project missed its KPI by a small margin. What's your best next step?

- A) Adjust future KPIs to be more achievable
- B) Ignore it — the miss was minor
- C) Push the team harder without discussion
- D) Acknowledge the shortfall and analyze causes with your team

☒ **Correct Answer:** D

Question 153

You're asked to give feedback to someone who intimidates others. What do you do?

- A) Ask your manager to speak for you
- B) Deliver feedback respectfully in a private, honest conversation
- C) Submit anonymous suggestions

D) Avoid giving any feedback to prevent conflict

✓ **Correct Answer:** B

Question 154

You're leading a project and another department keeps missing dependencies. What's your next move?

- A) Send a complaint to their manager
- B) Coordinate a joint review meeting and align timelines
- C) Delay your deliverables until they improve
- D) Work around them and cut them out of the process

✓ **Correct Answer:** B

Question 155

A direct report becomes passive-aggressive after not getting a promotion. What do you do?

- A) Open a private conversation to address the issue and offer growth feedback
- B) Publicly remind them about professionalism
- C) Document their behavior for HR
- D) Give them a warning

✓ **Correct Answer:** A

Question 156

You're in a group chat and someone posts something offensive. What do you do?

- A) Leave the chat immediately
- B) Remove the message and speak to them directly
- C) Report them anonymously
- D) Wait to see how others react

✓ **Correct Answer:** B

Question 157

You receive last-minute changes from a stakeholder that affect a live campaign. What's the best approach?

- A) Refuse the changes
- B) Evaluate the impact, then communicate what can reasonably be adjusted
- C) Blame them for the poor timing
- D) Implement everything immediately

 **Correct Answer:** B

Question 158

You suspect a colleague is overbilling hours. What's the appropriate action?

- A) Bring it up casually with the colleague
- B) Stay out of it — not your business
- C) Report the suspicion to your manager with context
- D) Gossip with coworkers about it

 **Correct Answer:** C

Question 159

One of your peers is consistently negative in team meetings. What should you do?

- A) Avoid meetings they attend
- B) Challenge them in front of the team
- C) Ask your manager to discipline them
- D) Address the pattern in a one-on-one and focus on impact

 **Correct Answer:** D

Question 160

You're managing a fast-paced team and someone is struggling to keep up. What's your next step?

- A) Replace them quickly to avoid delays
- B) Offer support, assess fit, and identify training opportunities
- C) Ignore it and hope they improve
- D) Give their work to others quietly

 **Correct Answer:** B

Question 161

You need to align multiple teams on a tight deadline. What's the most effective strategy?

- A) Let the teams handle coordination independently
- B) Set a deadline and hope they manage themselves
- C) Schedule a joint planning session with clear task ownership
- D) Copy everyone in long update emails

 **Correct Answer: C**

Question 162

A new intern is unintentionally disrupting your workflow by asking too many basic questions. What should you do?

- A) Tell them to stop asking questions
- B) Avoid responding so they learn to be independent
- C) Give them access to self-learning resources and set check-in points
- D) Ask your manager to reassign them

 **Correct Answer: C**

Question 163

You've made a mistake in a client presentation and they've noticed. What's your response?


- A) Avoid responding to the comment
- B) Deflect blame to a colleague
- C) Own the mistake, clarify the correct info, and offer to follow up
- D) Ignore it unless they bring it up again

 **Correct Answer: C**

Question 164

One of your high performers is disengaging but hasn't said anything. What should you do?

- A) Wait to see if they bounce back
- B) Call them out during a meeting
- C) Check in with them personally and ask open-ended questions
- D) Reassign their tasks to someone more motivated

 **Correct Answer: C**

Question 165

You're tasked with training a team member who learns much slower than others. What do you do?

- A) Exclude them from key tasks
- B) Create a personalized plan and offer hands-on support
- C) Speed up the training so they catch up
- D) Ask someone else to train them

☒ **Correct Answer:** B

Question 166

You notice a pattern of missed deadlines from one of your vendors. What should you do first?

- A) Terminate the contract immediately
- B) Schedule a conversation with the vendor to understand the cause
- C) Escalate the issue to leadership
- D) Review the contract to check penalty clauses

☒ **Correct Answer:** B

Question 167

A colleague speaks over others in meetings, and team members stop contributing. What's your move?

- A) Email the team about meeting etiquette
- B) Speak to them privately about creating space for others
- C) Call them out publicly during the next meeting
- D) Ignore it—it's not your meeting

☒ **Correct Answer:** B

Question 168

A team member is overwhelmed but hasn't asked for help. What should you do?

- A) Assign even fewer responsibilities permanently
- B) Push them harder to build resilience
- C) Offer support and help reprioritize their workload

D) Observe silently and only step in if mistakes occur

✓ **Correct Answer:** C

Question 169

Your direct report is outperforming expectations but seems bored. What should you do?

A) Tell them to stay patient — promotions take time

B) Assign them more challenging tasks aligned with their interests

C) Warn them not to lose focus

D) Maintain current tasks to ensure consistency

✓ **Correct Answer:** B

Question 170

A decision was made without your input that affects your project. What's the best response?

A) Speak up defensively at the next team meeting

B) Complain to your peers

C) Approach decision-makers to understand the rationale and offer context

D) Ignore the decision and do things your way

✓ **Correct Answer:** C

Question 171

You learn a teammate has been going through a personal crisis affecting their work. What's appropriate?

A) Reassign their tasks without asking

B) Discuss it publicly with the team to explain their behavior

C) Offer flexibility and connect them to support resources

D) Ignore it — personal issues shouldn't affect performance

✓ **Correct Answer:** C

Question 172

A team conflict has been lingering and no one is addressing it. What do you do?

- A) Hold a structured session to resolve the issue collaboratively
- B) Allow it to fizzle out on its own
- C) Assign one person to mediate informally
- D) Ignore it unless it impacts KPIs

 **Correct Answer: A**

Question 173

You're responsible for onboarding new hires but feedback says your sessions feel rushed. What do you do?

- A) Shorten the sessions even more to move quickly
- B) Redesign your sessions to be interactive and paced better
- C) Ask HR to handle future onboarding
- D) Add more slides to make up for missed content

 **Correct Answer: B**

Question 174

You've just joined a company and notice a gap in their documentation process. What's the best move?

- A) Ignore it unless someone else flags it
- B) Raise the issue in your first team meeting
- C) Learn more, then propose a structured documentation process
- D) Immediately rewrite all documentation

 **Correct Answer: C**

Question 175

A manager from another department criticizes your team in a public thread. What do you do?

- A) Take the conversation offline and resolve it privately
- B) Forward it to HR
- C) Respond defensively and correct them publicly
- D) Ask your team to respond individually

 **Correct Answer: A**

Question 176

You find out two team members are not getting along and it's hurting collaboration. What's your next step?

- A) Warn both of them to fix the issue or face consequences
- B) Speak to them individually and then facilitate a joint resolution
- C) File a report with HR
- D) Keep them apart on future projects

☒ **Correct Answer: B**

Question 177

A junior employee wants to implement a risky new idea. What's your response?

- A) Tell them to focus on proven methods
- B) Ask someone senior to handle the idea
- C) Encourage experimentation and discuss how to pilot safely
- D) Reject it — it's too risky

☒ **Correct Answer: C**

Question 178

You realize a client doesn't understand part of the solution you've sold them. What should you do?

- A) Wait until they complain
- B) Let them figure it out
- C) Follow up immediately to explain clearly and address questions
- D) Blame sales for poor expectations

☒ **Correct Answer: C**

Question 179

You're constantly interrupted in meetings. What's the best way to handle this?

- A) Raise the issue directly and respectfully with the team or facilitator
- B) Keep talking louder to maintain control
- C) Ignore it — that's how meetings go

D) Email your complaints to leadership

☒ **Correct Answer:** A

Question 180

You notice a quiet colleague has insightful ideas but rarely shares. What do you do?

A) Assign them more public tasks

B) Speak on their behalf

C) Encourage them privately and invite their input in meetings

D) Let them stay quiet — some people just prefer that

☒ **Correct Answer:** C

Question 181

You've noticed a pattern of minor errors from one employee that are adding up. What's the best step?

A) Give constructive feedback and offer support early

B) Document the mistakes and submit to HR

C) Reassign their tasks to someone else

D) Wait until a major issue happens

☒ **Correct Answer:** A

Question 182

You disagree with your manager's approach, and it could affect client relationships. What do you do?

A) Raise your concerns respectfully with supporting evidence

B) Follow instructions but record your objections

C) Bring it up with the client directly

D) Complain to peers but follow orders

☒ **Correct Answer:** A

Question 183

You're working with a colleague who consistently misses meetings. What's your best response?

- A) Continue as is to avoid confrontation
- B) Raise the issue politely and explore if there's a scheduling conflict
- C) Exclude them from future work
- D) Escalate it to your manager without speaking to them

 **Correct Answer: B**

Question 184

You're tasked with writing a report but lack the context needed. What's your first move?

- A) Guess based on similar past projects
- B) Reach out to stakeholders for clarification before proceeding
- C) Delay the report until someone follows up
- D) Fill in missing info with placeholders and submit

 **Correct Answer: B**

Question 185

An employee reacts poorly to feedback and shuts down. What's your next step?

- A) Give them time, then follow up privately to re-engage
- B) Publicly restate the feedback
- C) Send a formal warning
- D) Let it go and avoid giving feedback in the future

 **Correct Answer: A**

Question 186

You're asked to give a presentation on a topic you're not confident in. What do you do?

- A) Accept, research deeply, and consult with others to prepare
- B) Turn down the opportunity immediately
- C) Ask someone else to take it instead
- D) Accept and do your best without preparation

 **Correct Answer: A**

Question 187

A teammate tells you they feel ignored in decision-making. What's a good way to handle this?

- A) Ask questions, validate their concern, and explore how to involve them
- B) Explain that they're not in a leadership role
- C) Suggest they file a formal complaint
- D) Tell them to speak up more often

 **Correct Answer: A**

Question 188

You're leading a team with mixed experience levels. What's the best approach?

- A) Pair junior staff with experienced team members for support
- B) Assign tasks randomly for fairness
- C) Let experienced staff lead everything
- D) Give everyone the same tasks regardless of skill

 **Correct Answer: A**

Question 189

A client gives unclear feedback on a deliverable. What's your next move?


- A) Assume what they mean and revise the work
- B) Ask specific clarifying questions before making changes
- C) Wait for them to provide better input later
- D) Escalate to your manager immediately

 **Correct Answer: B**

Question 190

You're running a meeting and people keep going off-topic. What should you do?

- A) Refocus the team by gently redirecting back to the agenda
- B) Let the conversation flow
- C) Avoid saying anything to keep things friendly
- D) End the meeting early

 **Correct Answer: A**

Question 191

You're working with a senior stakeholder who keeps delaying approvals. What should you do?


- A) Escalate to their manager immediately
- B) Wait silently — they're senior after all
- C) Schedule a check-in and express urgency respectfully
- D) Submit the work without approval

 **Correct Answer: C**

Question 192

You've been assigned too many projects and are starting to fall behind. What's your move?

- A) Ask your manager for help prioritizing tasks
- B) Do what you can and ignore the rest
- C) Quietly drop the less important ones
- D) Work longer hours without saying anything

 **Correct Answer: A**

Question 193

You've caught a mistake in a report just before it's submitted. What's your best course of action?

- A) Report the issue after submission
- B) Fix it quietly without mentioning it
- C) Correct it and inform your team to prevent future issues
- D) Let it go if it's minor

 **Correct Answer: C**

Question 194

A teammate constantly complains about management. It's affecting morale. What do you do?

- A) Complain with them to build rapport
- B) Address the negativity and suggest constructive ways to express concerns
- C) Report them anonymously
- D) Ignore it — not your problem

 **Correct Answer: B**

Question 195

A cross-functional teammate isn't delivering what your team needs. What should you do?

- A) Go around them and ask their manager for help
- B) Raise the issue in a group chat
- C) Have a direct and respectful discussion with them
- D) Replace them on the project

 **Correct Answer:** C

Question 196

Your manager consistently cancels your 1:1s. What's the right step?

- A) Stop preparing for 1:1s
- B) Leave notes on their desk
- C) Bring it up in a team meeting
- D) Email them asking to reschedule and emphasize the need to connect

 **Correct Answer:** D

Question 197

You need urgent approval but your approver is unresponsive. What's your best move?

- A) Keep waiting
- B) Skip the step altogether
- C) Continue without the approval
- D) Loop in their backup or escalate if needed, while documenting your communication

 **Correct Answer:** D

Question 198

You've been promoted but your former peers are now cold toward you. What do you do?

- A) Acknowledge the shift and initiate open conversations
- B) Avoid them and focus only on the work
- C) Reassert authority through strict instructions

D) Ask your manager to speak to them

✓ **Correct Answer:** A

Question 199

You're working on a task with tight security protocols. A peer asks to borrow your login. What's your response?

- A) Share it if they promise to be quick
- B) Say no and explain it's against policy
- C) Let them use it and reset your password later
- D) Ignore them

✓ **Correct Answer:** B

Question 200

You were given vague project instructions. What should you do?

- A) Do nothing until someone follows up
- B) Start based on assumptions
- C) Create your own direction
- D) Ask questions to clarify and ensure alignment

✓ **Correct Answer:** D

Question 201

You're leading a high-stakes project and a key contributor becomes unavailable unexpectedly. What should you do?

- A) Notify stakeholders that the project will miss the deadline
- B) Redistribute tasks among available team members and adjust scope if needed
- C) Pause all work to reassess timelines
- D) Delay the project until they return

✓ **Correct Answer:** B

Question 202

Your teammate misrepresents data in a meeting. What's your immediate response?

- A) Ignore it — not your responsibility
- B) Escalate directly to senior management
- C) Correct the misinformation privately afterward and clarify with stakeholders
- D) Publicly confront them in the meeting

 **Correct Answer: C**

Question 203

You're asked to lead a training on a topic you're familiar with, but not an expert in. What do you do?

- A) Decline and suggest someone else
- B) Make it up as you go — they won't notice
- C) Accept and clarify what you can confidently cover, offering to share resources for the rest
- D) Ask your manager to cancel it

 **Correct Answer: C**

Question 204

A colleague often arrives late to meetings and it disrupts flow. What's the best way to address this?

- A) Talk to them privately about the impact on the team
- B) Ignore it unless others complain
- C) Make a joke during the meeting to embarrass them
- D) Tell your manager to deal with it

 **Correct Answer: A**

Question 205

Your team has launched a new feature, but early users are confused by the interface. What do you do?

- A) Wait for more feedback before reacting
- B) Pull the feature immediately
- C) Assume users just need time to adapt
- D) Collect feedback, improve UI elements, and issue a walkthrough update

 **Correct Answer: D**

Question 206

You're asked to evaluate a peer's performance for a 360-review. You like them personally but have noticed issues. What do you do?

- A) Offer balanced, honest input focusing on behaviors and outcomes
- B) Give only positive feedback to avoid conflict
- C) Refuse to participate
- D) Ask someone else to submit it

 **Correct Answer:** A

Question 207

A direct report is consistently overpromising to clients. What's your approach?


- A) Meet privately, explain the risks, and set clear expectations
- B) Warn them publicly
- C) Reassign them to a non-client-facing role
- D) Let clients manage expectations themselves

 **Correct Answer:** A

Question 208

Your manager is making a strategic decision you believe will backfire. What's your next move?

- A) Request a private meeting to share concerns and data
- B) Complain to your coworkers
- C) Challenge them publicly
- D) Do what you're told — it's not your role to question strategy

 **Correct Answer:** A

Question 209

You're leading a meeting and a participant keeps interrupting others. What do you do?

- A) Pause and remind everyone of shared speaking time and meeting norms
- B) Ignore it — the meeting must continue
- C) Ask them to leave the meeting

D) Let the interrupter finish before continuing

✓ **Correct Answer:** A

Question 210

A colleague is spreading misinformation about a decision you made. What's your move?

A) Set the record straight with facts in a calm, professional way

B) Let it go to avoid escalation

C) Report them to HR immediately

D) Confront them in front of the team

✓ **Correct Answer:** A

Question 211

You're reviewing a final deliverable and discover a serious error that was missed earlier. The deadline is today. What do you do?

A) Submit it anyway — it's too late

B) Delay the delivery briefly to fix the issue and notify stakeholders

C) Blame the person who made the error

D) Pretend you didn't notice

✓ **Correct Answer:** B

Question 212

You've been promoted and must now manage a friend. They expect special treatment. What do you do?

A) Set boundaries early and communicate clear expectations like with any team member

B) Go easier on them to preserve the friendship

C) Ask to be reassigned

D) Avoid direct interaction and let them self-manage

✓ **Correct Answer:** A

Question 213

You're receiving last-minute feedback that would require major changes before a presentation. What should you do?

- A) Cancel the presentation to rework it
- B) Evaluate the impact and make only the most important updates
- C) Ignore the feedback and present as-is
- D) Dismiss it — too late to act

 **Correct Answer:** B

Question 214

Two team members have a personality clash that's turning into conflict. What should you do?

- A) Reassign one without explanation
- B) Side with the more senior team member
- C) Wait to see if it resolves itself
- D) Hold individual conversations and mediate a structured discussion

 **Correct Answer:** D

Question 215

You're in charge of documenting a new process but are unsure about key steps. What do you do?

- A) Leave blanks for others to fill
- B) Ask someone with direct experience to walk through it with you
- C) Write what you assume the process is
- D) Skip the confusing parts

 **Correct Answer:** B

Question 216

You're on a cross-functional team and one department is not pulling their weight. What's your next move?

- A) Take on their work quietly
- B) Call them out during a group call
- C) Discuss concerns with their team lead and seek alignment

D) Escalate to leadership immediately

☒ **Correct Answer: C**

Question 217

You made a small mistake during a client meeting and no one noticed. What should you do?

A) Email the client later hoping they won't notice

B) Mention it, correct it briefly, and clarify to ensure accuracy

C) Blame it on technical issues

D) Let it go — it didn't matter

☒ **Correct Answer: B**

Question 218

A junior team member is frustrated they aren't included in strategic meetings. What's your best response?

A) Explain how decisions are made and offer growth-focused alternatives

B) Let them attend all meetings immediately

C) Tell them they haven't earned that yet

D) Ignore their frustration

☒ **Correct Answer: A**

Question 219

You've inherited a process that has multiple flaws but has been in place for years. What's the right step?

A) Observe how it's used, then propose improvements with buy-in

B) Let leadership discover the flaws on their own

C) Keep using it as-is — it's always worked

D) Immediately shut it down and start fresh

☒ **Correct Answer: A**

Question 220

You're offered an opportunity that excites you but you're unsure if you have the right experience. What's your move?

- A) Accept it and seek mentorship and resources to learn quickly
- B) Decline to avoid failure
- C) Suggest someone else instead
- D) Wait for something more comfortable

✓ **Correct Answer:** A

Question 221

You're managing a high-visibility project and a stakeholder keeps changing requirements. What's your best response?

- A) Tell the stakeholder to stop interfering
- B) Ignore the requests unless they are formal
- C) Escalate immediately
- D) Schedule a meeting to align expectations and document changes

✓ **Correct Answer:** D

Question 222

A junior teammate makes a mistake in a live demo. What do you do?

- A) Pretend you didn't notice
- B) Call them out during the demo to correct them
- C) Support them calmly and address the issue after the demo
- D) Take over the demo and avoid letting them present again

✓ **Correct Answer:** C

Question 223

You're asked to review a policy document you don't fully understand. What should you do?

- A) Delay it indefinitely
- B) Ask for clarification from someone with expertise
- C) Skip reviewing and approve based on trust
- D) Send it back without comments

✓ **Correct Answer:** B

Question 224

You find out two of your team members are dating, which is against policy. What's your next step?

- A) Report them anonymously
- B) Ignore it completely
- C) Announce the policy in the next meeting
- D) Discuss the policy privately and encourage disclosure to HR

☒ **Correct Answer: D**

Question 225

Your team is underperforming this quarter. What's your best move?

- A) Analyze performance trends and hold a team retrospective
- B) Request more time from leadership
- C) Cut breaks to increase productivity
- D) Blame individual members

☒ **Correct Answer: A**

Question 226

Your colleague missed a major deadline but hasn't acknowledged it. What do you do?

- A) Talk to them privately to understand what happened
- B) Email the team highlighting the miss
- C) Escalate it immediately
- D) Avoid working with them again

☒ **Correct Answer: A**

Question 227

You're feeling burned out but have back-to-back deadlines. What's the best response?

- A) Complain to peers
- B) Speak to your manager and prioritize urgent tasks realistically
- C) Take unapproved time off
- D) Push through and hope to recover later

☒ **Correct Answer: B**

Question 228

A teammate challenges you aggressively in front of clients. What's your next step?

- A) Ask them to leave the call
- B) Ignore them
- C) Respond professionally, then discuss boundaries privately
- D) Argue back immediately

☒ **Correct Answer: C**

Question 229

You're offered a leadership role in a new department. You're excited but unfamiliar with the team. What do you do?

- A) Decline the role for now
- B) Accept and plan one-on-one introductions with team members
- C) Ask someone else to lead temporarily
- D) Accept but wait to engage with the team

☒ **Correct Answer: B**

Question 230

Your team regularly works late, but output is still behind. What's your action?

- A) Review work habits and identify inefficiencies
- B) Extend hours further
- C) Hire more people immediately
- D) Tell them to work faster

☒ **Correct Answer: A**

Question 231

You overhear confidential client data being discussed loudly in a shared space. What do you do?

- A) Remind your team discreetly about confidentiality expectations
- B) Walk away

- C) Join the conversation
- D) Report it publicly

 **Correct Answer: A**

Question 232

You're leading a planning session and a senior leader joins late and changes the direction. What do you do?

- A) Acknowledge the new input and realign the discussion constructively
- B) Challenge them immediately
- C) End the session early
- D) Ignore the new input and stick to the plan

 **Correct Answer: A**

Question 233

A new hire is struggling to adapt and is missing small but important details. What do you do?

- A) Give them a warning
- B) Assign them a mentor and review their workflow together
- C) Remove them from key projects
- D) Let them figure it out over time

 **Correct Answer: B**

Question 234

Your coworker is taking credit for shared work in front of leadership. What's the best step?

- A) Call them out immediately
- B) Email leadership with your side
- C) Have a private conversation and clarify contributions in the next opportunity
- D) Ignore it to avoid drama

 **Correct Answer: C**

Question 235

You receive feedback that your communication style feels abrupt. How do you respond?

- A) Reflect and seek examples, then adjust your tone if needed
- B) Defend your communication style
- C) Complain that people are too sensitive
- D) Ignore the feedback

 **Correct Answer:** A

Question 236

The team's morale is low after budget cuts. What's a good leadership action?

- A) Facilitate an open discussion and be transparent about next steps
- B) Blame upper management
- C) Ignore it and focus on work
- D) Promise things will improve soon without details

 **Correct Answer:** A

Question 237

A contractor's work doesn't meet expectations and the deadline is near. What do you do?

- A) Redo the work yourself silently
- B) End the contract abruptly
- C) Provide immediate feedback and offer a chance to fix it quickly
- D) Extend the deadline indefinitely

 **Correct Answer:** C

Question 238

Your client starts micromanaging your team's tasks. What's your best move?

- A) Avoid them
- B) Let them take over
- C) Clarify roles and boundaries respectfully
- D) Complain about them to others

 **Correct Answer:** C

Question 239

Your project was delayed due to a technical issue no one could've foreseen. What's the best way to explain it?

- A) Say nothing unless asked
- B) Blame the tech team
- C) Minimize the issue in updates
- D) Communicate the issue transparently and share how it's being addressed

☒ **Correct Answer: D**

Question 240

You see a teammate struggling but they haven't asked for help. What do you do?

- A) Check in privately and offer support
- B) Wait until they fail and then help
- C) Tell others about it
- D) Let them be — they haven't said anything

☒ **Correct Answer: A**

Question 241

You're in a leadership meeting and asked a question you don't know the answer to. What's the best response?

- A) Deflect the question to someone else
- B) Make up an answer to avoid looking unprepared
- C) Stay silent
- D) Admit you don't know and promise to follow up with accurate info

☒ **Correct Answer: D**

Question 242

A client wants a feature your team can't deliver in the promised timeline. What do you do?

- A) Discuss options with the client and offer alternative timelines or solutions
- B) Avoid the topic
- C) Say no and end the meeting
- D) Overpromise and try to manage it later

☒ **Correct Answer: A**

Question 243

You've been added to a new team that has existing norms. How should you begin contributing?

- A) Change their workflow to match yours
- B) Observe, listen, and gradually participate based on group dynamics
- C) Wait for direct instructions
- D) Immediately assert your working style

☒ **Correct Answer: B**

Question 244

You observe unethical behavior from a peer with strong political influence. What's your first step?

- A) Ignore it to avoid risking your position
- B) Tell others informally
- C) Document it and report through proper internal channels
- D) Confront them aggressively

☒ **Correct Answer: C**

Question 245

Your project requires support from a team that's already over capacity. What do you do?

- A) Push your own deadlines without consulting
- B) Collaborate with their manager to prioritize tasks and negotiate support
- C) Try to get someone transferred
- D) Complain to leadership

☒ **Correct Answer: B**

Question 246

A customer is upset due to a minor error. What's your best approach?

- A) Minimize the issue
- B) Acknowledge their frustration, apologize sincerely, and offer a fix
- C) Tell them it's not your fault

D) Ignore them until they calm down

☒ **Correct Answer:** B

Question 247

Your direct report asks for a growth opportunity but isn't ready. How do you respond?

A) Ignore the request

B) Give them the opportunity anyway

C) Offer developmental feedback and a clear path to qualify

D) Tell them they aren't a good fit

☒ **Correct Answer:** C

Question 248

You receive credit for a task someone else mainly completed. What should you do?

A) Say nothing unless asked

B) Correct them privately only

C) Let them talk about it

D) Acknowledge their contribution publicly

☒ **Correct Answer:** D

Question 249

A process you rely on is inefficient and causes repeated delays. What do you do?

A) Work around it in silence

B) Propose a streamlined version with supporting data

C) Accept it as part of the system

D) Wait for someone else to fix it

☒ **Correct Answer:** B

Question 250

You're mentoring a junior colleague who makes the same mistake repeatedly. What do you do?

- A) Leave them to figure it out
- B) Tell them to review documentation only
- C) Repeat your instructions again
- D) Break the concept down differently and ask how they learn best

 **Correct Answer: D**

Question 251

You see a competitor using an unethical tactic to win clients. What's the best response?

- A) Focus on your integrity and differentiate through value
- B) Warn your clients about them
- C) Report them publicly on social media
- D) Copy their tactic to compete

 **Correct Answer: A**

Question 252

A team member constantly resists change in meetings. What should you do?

- A) Ask someone else to replace them
- B) Have a one-on-one to understand concerns and find common ground
- C) Shut them down in meetings
- D) Ignore them unless they block progress

 **Correct Answer: B**

Question 253

You've realized you've miscalculated project costs and are over budget. What do you do?

- A) Hope no one notices
- B) Cover the cost yourself
- C) Notify stakeholders with a revised estimate and plan to recover
- D) Blame the supplier

 **Correct Answer: C**

Question 254

You're offered a lateral move to a new role that builds future skills. What's your best action?

- A) Ask if it comes with a promotion
- B) Evaluate the long-term benefit and consider taking it strategically
- C) Decline — no pay increase
- D) Reject because it seems like extra work

 **Correct Answer:** B

Question 255

Your team is split on two solutions to a problem. What's the best approach?

- A) Facilitate a pros-and-cons session and test both if feasible
- B) Pick the one you prefer
- C) Ask your manager to decide
- D) Ignore the debate

 **Correct Answer:** A

Question 256

You get negative feedback on a presentation you were proud of. What's the right move?

- A) Avoid presenting again
- B) Ask for specifics and use it to improve your future presentations
- C) Defend your work immediately
- D) Dismiss it entirely

 **Correct Answer:** B

Question 257

You're supervising two high-performing employees who want to lead the same project. What should you do?

- A) Assign it randomly
- B) Pick your favorite
- C) Assign roles based on strengths or propose co-leadership
- D) Give it to someone else to avoid conflict

 **Correct Answer:** C

Question 258

You have knowledge that could speed up another team's work. What should you do?

- A) Keep it for your own advantage
- B) Offer your insights and tools to help them succeed
- C) Wait until they ask
- D) Tell your manager only

 **Correct Answer:** B

Question 259

Your task list is full, and your manager adds more. What's your move?

- A) Take it all on and stay late
- B) Discuss priorities and negotiate timelines
- C) Complain to coworkers
- D) Ignore some tasks

 **Correct Answer:** B

Question 260

A key project partner isn't replying to emails. What do you do?


- A) Stop working until they reply
- B) Follow up with a call or message and offer to reschedule
- C) Escalate immediately
- D) CC leadership on all communication

 **Correct Answer:** B

Question 261

You're asked to present your team's work at a company-wide meeting, but you're nervous. What do you do?

- A) Avoid preparing and hope for the best
- B) Wait until the last minute
- C) Decline and suggest someone else
- D) Prepare thoroughly and ask a colleague for feedback beforehand

 **Correct Answer:** D

Question 262

Your colleague keeps interrupting you in meetings. What should you do?

- A) Speak to them privately and explain how it affects the discussion
- B) Complain to HR immediately
- C) Stay quiet to avoid conflict
- D) Interrupt them in return

 **Correct Answer:** A

Question 263

You're managing a cross-functional team and one member keeps missing standups. What's your next step?

- A) Document their absence silently
- B) Mention it in front of the group
- C) Remove them from the project
- D) Check in with them directly to understand the cause

 **Correct Answer:** D

Question 264

Your report contains errors spotted by a client. What's your response?

- A) Ignore it unless they follow up again
- B) Blame the formatting team
- C) Tell them it wasn't your responsibility
- D) Acknowledge the mistake, correct it, and follow up with the client

 **Correct Answer:** D

Question 265

A teammate is struggling with new software but hasn't asked for help. What should you do?

- A) Offer help privately and share learning resources
- B) Tell their manager
- C) Assume they'll figure it out eventually

D) Wait for them to ask

 **Correct Answer:** A

Question 266

You're offered a role that could lead to promotion, but it's outside your comfort zone. What's your move?

A) Take it only if others do too

B) Accept and commit to learning proactively

C) Ask for a guarantee of promotion

D) Decline to avoid failure

 **Correct Answer:** B

Question 267

You're leading a remote team and engagement is dropping. What's your approach?

A) Ask everyone to return to office

B) Schedule check-ins and interactive sessions to re-engage the team

C) Add more rules and structure

D) Ignore it—it's a remote team issue

 **Correct Answer:** B

Question 268

Your team is falling behind on deadlines. What's your best action?

A) Stop assigning new tasks

B) Add weekend hours

C) Blame the slowest performer

D) Assess workload, reprioritize, and redistribute tasks as needed

 **Correct Answer:** D

Question 269

A direct report consistently submits low-quality work. What should you do?

- A) Do the work yourself
- B) Avoid giving them important tasks
- C) Escalate without discussion
- D) Provide feedback and coach them toward improvement

 **Correct Answer: D**

Question 270

You overhear a teammate making an inappropriate joke. What's the best move?

- A) Laugh it off
- B) Report it without context
- C) Join in to avoid awkwardness
- D) Speak to them privately about the comment

 **Correct Answer: D**

Question 271

Your project was deprioritized but you strongly believe in its value. What should you do?

- A) Drop it completely
- B) Keep working on it in secret
- C) Gather data and propose why it deserves renewed attention
- D) Complain to other teams

 **Correct Answer: C**

Question 272

You need to deliver bad news to a vendor about ending the partnership. What's your approach?

- A) Be respectful and explain the reasoning clearly and professionally
- B) Ignore their emails
- C) Send a brief message without details
- D) Have someone else do it

 **Correct Answer: A**

Question 273

You're covering for a colleague and find recurring issues in their work. What do you do?

- A) Document the issues and share them constructively upon their return
- B) Mention it to the whole team
- C) Fix it quietly and move on
- D) Escalate it anonymously

 **Correct Answer: A**

Question 274

You're asked a difficult question in a public Q&A. You're unsure of the answer. What's your best response?

- A) Acknowledge it's a great question and promise to follow up after the session
- B) Deflect with humor
- C) Guess based on context
- D) Give a vague answer

 **Correct Answer: A**

Question 275

You're training a new hire who isn't retaining information. What do you do?

- A) Let them read the documentation only
- B) Adjust your approach and ask how they best learn
- C) Start over from scratch daily
- D) Ask for someone else to train them

 **Correct Answer: B**

Question 276

You realize your own team lacks diversity in thought and background. What's your response?

- A) Assign diversity roles randomly
- B) Avoid bringing attention to it
- C) Reevaluate hiring practices and introduce inclusive strategies
- D) Deny it's an issue

 **Correct Answer: C**

Question 277

A client wants you to bypass an internal approval process. What do you do?

- A) Offer to skip it this time only
- B) Agree if it speeds up delivery
- C) Explain the importance of compliance and offer a timeline
- D) Ignore the request

 **Correct Answer: C**

Question 278

You learn about a change that will affect another team. They haven't been informed yet. What's your action?

- A) Tell another peer and hope they spread the word
- B) Wait for leadership to inform them
- C) Proactively notify them and share helpful context
- D) Let it unfold naturally

 **Correct Answer: C**

Question 279

You've been asked to mediate a conflict between coworkers. What's your priority?

- A) Create a safe space for both to share and seek resolution
- B) Avoid involvement
- C) Pick a side based on seniority
- D) Tell them to fix it themselves

 **Correct Answer: A**

Question 280

You're behind schedule but your quality is excellent. What's the best course of action?

- A) Submit what's done
- B) Rush the remaining tasks
- C) Keep silent and work late

D) Communicate the delay and negotiate a new timeline

✓ **Correct Answer:** D

Question 281

You've been asked to lead a project outside your department. What's your first step?

A) Request to lead a different project

B) Wait for the team to approach you

C) Start assigning tasks immediately

D) Meet with the team to understand goals and build rapport

✓ **Correct Answer:** D

Question 282

Your team submits a deliverable that doesn't meet client expectations. What do you do?

A) Say it met internal standards

B) Avoid addressing it unless the client complains

C) Take accountability and coordinate a revision plan with the client

D) Blame the most junior member

✓ **Correct Answer:** C

Question 283

You receive unclear instructions from your manager. What should you do?

A) Wait for them to follow up

B) Make assumptions and proceed

C) Start the task and adjust later

D) Ask clarifying questions to ensure understanding

✓ **Correct Answer:** D

Question 284

A senior leader makes a minor factual error in a meeting. What's the best approach?

A) Let it go—it's not your place

B) Correct them respectfully with accurate information

- C) Send a correction to the whole team after the meeting
- D) Make a joke to downplay it

✓ **Correct Answer:** B

Question 285

A team member often submits great work but misses deadlines. What's your response?

- A) Publicly highlight missed deadlines
- B) Only assign them low-stakes tasks
- C) Discuss their workflow and find a balance between quality and timeliness
- D) Ignore it if the work is good

✓ **Correct Answer:** C

Question 286

You notice your team isn't speaking up in meetings. What's your leadership move?

- A) Assign tasks to force participation
- B) Shorten the meetings
- C) Ignore it—they'll speak if it matters
- D) Create space for input and encourage quieter members directly

✓ **Correct Answer:** D

Question 287

You're swamped but your peer asks for help. What do you do?

- A) Say no without explanation
- B) Ignore the request
- C) Say yes but deprioritize your work
- D) Evaluate your capacity and help if possible, or recommend alternatives

✓ **Correct Answer:** D

Question 288

You're working with someone from a different culture and there's frequent miscommunication. What's your approach?

- A) Limit your interactions
- B) Learn about their communication style and adjust yours as needed
- C) Speak more slowly
- D) Ask them to adapt to your preferences

 **Correct Answer:** B

Question 289

You've been given feedback that your leadership style feels too controlling. What's your response?

- A) Avoid leading high-visibility tasks
- B) Ask for examples and involve the team more in decision-making
- C) Explain that your style gets results
- D) Deny it and continue as usual

 **Correct Answer:** B

Question 290

Your junior colleague impresses leadership with your idea but doesn't credit you. What's your best move?

- A) Embarrass them in front of others
- B) Talk to them privately and ask for proper credit in future situations
- C) Let it go—recognition doesn't matter
- D) Correct the record in the next public meeting

 **Correct Answer:** B

Question 291

There's an error in a published internal report under your name. What's the right move?

- A) Shift blame to the editor
- B) Silently fix the file
- C) Hope no one notices
- D) Own the mistake, correct it, and update stakeholders

 **Correct Answer:** D

Question 292

You're asked to mentor a new hire while managing a tight project deadline. What do you do?

- A) Let the new hire shadow you silently
- B) Tell them to ask someone else
- C) Decline the request immediately
- D) Set clear boundaries and allocate short but focused time for mentoring

 **Correct Answer: D**

Question 293

You're asked to join a task force unrelated to your expertise. What's your response?

- A) Join and contribute your unique perspective while learning
- B) Decline due to lack of skills
- C) Ask why you were chosen
- D) Stay quiet and let others lead

 **Correct Answer: A**

Question 294

Your colleague frequently misses small but crucial details. What should you do?

- A) Report them weekly
- B) Offer strategies for review and checklists, and follow up consistently
- C) Let them fail and learn
- D) Do their checks for them

 **Correct Answer: B**

Question 295

A customer posts negative feedback publicly. What's your first step?

- A) Respond defensively
- B) Ignore it
- C) Acknowledge the issue publicly and offer to resolve it privately
- D) Delete the post

 **Correct Answer: C**

Question 296

Your report is excellent, but your presentation style is poor. What's the next step?

- A) Seek presentation coaching or peer feedback
- B) Avoid future presentations
- C) Let the report speak for itself
- D) Make your slides prettier

 **Correct Answer: A**

Question 297

A peer is doing something wrong but insists their way is right. What do you do?

- A) Complain to their manager
- B) Mock their method
- C) Discuss the risks and show an alternative with evidence
- D) Let them fail

 **Correct Answer: C**

Question 298

You're running late to an important call and haven't prepared. What's your move?

- A) Join, admit you're unprepared, and contribute as best you can
- B) Pretend you're muted
- C) Skip the call
- D) Blame traffic when you arrive

 **Correct Answer: A**

Question 299

Your manager's direction contradicts company policy. What should you do?

- A) Ask another peer what to do
- B) Raise the issue respectfully and reference the policy
- C) Ignore it

D) Follow the direction anyway

☒ **Correct Answer:** B

Question 300

You're given a task that falls outside your role. What do you do?

A) Complain about role creep

B) Clarify responsibilities, and offer to help if time permits

C) Pass it to someone else

D) Say no and close the topic

☒ **Correct Answer:** B

Question 301

You're asked to oversee a new intern's onboarding while preparing for a major deadline. What's the best approach?

A) Tell the intern to figure it out

B) Decline the task immediately

C) Assign them reading materials only

D) Create a brief onboarding schedule and delegate parts to the team

☒ **Correct Answer:** C

Question 302

A colleague consistently uses jargon that confuses others in meetings. What should you do?

A) Let others ask for clarification

B) Call them out during a meeting

C) Suggest using simpler terms privately to improve team clarity

D) Ignore it—it's not your responsibility

☒ **Correct Answer:** B

Question 303

You've completed a task ahead of time. What do you do next?

- A) Ask your manager or team how you can help with other priorities
- B) Avoid more tasks for now
- C) Leave work early
- D) Take an extended break

 **Correct Answer:**B

Question 304

A client praises you for solving an issue, but it was actually your teammate. What's your move?

- A) Thank them and move on
- B) Say nothing and take credit
- C) Acknowledge your teammate's contribution in front of the client
- D) Mention it later in private

 **Correct Answer:**B

Question 305

A teammate regularly dominates group discussions. What should you do?

- A) Let them lead—it's easier
- B) Interrupt them publicly
- C) Speak to them privately and encourage balanced input from all
- D) Start scheduling fewer meetings

 **Correct Answer:**B

Question 306

You're attending a cross-department workshop where no one is participating. What do you do?

- A) Stay quiet to match the room
- B) Wait until the facilitator calls on you
- C) Break the silence with a relevant comment or question
- D) Message a colleague privately

 **Correct Answer:** A

Question 307

Your manager misses a major detail in a public document. What's your response?

- A) Send an all-team correction email
- B) Joke about it openly
- C) Point it out privately and offer to help fix it
- D) Ignore it

 **Correct Answer:**D

Question 308

You're asked to train someone on a system you don't fully understand. What should you do?

- A) Point them to outdated manuals
- B) Decline and let them figure it out
- C) Be honest and suggest co-training or shadowing with someone experienced
- D) Guess your way through

 **Correct Answer:** A

Question 309

Your teammate is sensitive to feedback. What's the best way to give it?

- A) Email criticism to reduce conflict
- B) Frame it supportively and focus on growth
- C) Avoid giving feedback altogether
- D) Give blunt feedback to toughen them up

 **Correct Answer:**D

Question 310

A new hire keeps missing small steps in a process. What should you do?

- A) Redo their work silently
- B) Wait for them to improve
- C) Escalate immediately
- D) Walk them through the process with a checklist and check for understanding

 **Correct Answer:**B

Question 311

A team member refuses to adopt a new tool critical to project success. What do you do?

- A) Replace them on the project
- B) Ignore the behavior
- C) Have a 1-on-1 discussion to address concerns and offer support
- D) Report them to leadership

 **Correct Answer:**B

Question 312

You notice your colleague is copying content from others for their work. What's your first move?

- A) Ignore it—it's not your problem
- B) Mention it to the team
- C) Send a complaint to HR
- D) Speak to them privately and clarify expectations around originality

 **Correct Answer:**C

Question 313

You are offered two simultaneous projects—one high-profile but risky, the other stable but less visible. What should you do?

- A) Choose both to impress leadership
- B) Pick whichever has fewer people
- C) Weigh both and choose based on your goals and risk appetite
- D) Avoid the risky one altogether

 **Correct Answer:** A

Question 314

Your team is unsure who owns a key task, and the deadline is close. What should you do?

- A) Clarify roles immediately and delegate clearly
- B) Push it to next sprint
- C) Do it all yourself
- D) Wait to see if someone volunteers

 **Correct Answer:**D

Question 315

You're mentoring someone who's becoming overconfident and disregarding advice. What's your best move?

- A) Ask for reassignment
- B) Give honest feedback and reinforce accountability
- C) Ignore it—they're still learning
- D) Let them fail to learn

☒ **Correct Answer:**B

Question 316

A coworker frequently gossips about others during breaks. What's the right action?

- A) Ignore it
- B) Redirect the conversation and discourage gossip kindly
- C) Publicly call them out
- D) Join to avoid conflict

☒ **Correct Answer:** A

Question 317

You're asked to represent your team in a leadership meeting, but you disagree with the proposed talking points. What do you do?

- A) Go silent in the meeting
- B) Discuss your concerns beforehand and offer adjustments
- C) Refuse to attend
- D) Share your disagreement during the meeting

☒ **Correct Answer:**C

Question 318

You're noticing the same mistakes repeated across multiple projects. What should you do?

- A) Let each team deal with it
- B) Blame the last team
- C) Document and move on

D) Create a knowledge-sharing session to address patterns

✓ **Correct Answer:**D

Question 319

You delegated a task but the outcome is poor. What's your next step?

A) Escalate immediately

B) Redo it yourself quietly

C) Take the task back permanently

D) Review what went wrong and coach for better performance

✓ **Correct Answer:**D

Question 320

You sense burnout in your team, though no one has raised concerns. What should you do?

A) Send a generic email

B) Wait until someone speaks up

C) Ignore it—it's common

D) Check in individually and consider workload adjustments

✓ **Correct Answer:**B

Question 321

A senior colleague is being dismissive of your input during meetings. What should you do?

A) Stop contributing altogether

B) Confront them during a meeting

C) Escalate the issue to HR

D) Request a private conversation to discuss the dynamic

✓ **Correct Answer:**D

Question 322

You've made a small error that no one else has noticed yet. What's the right move?

A) Shift the blame if asked

B) Ignore it—it's minor

- C) Acknowledge it and correct it before it causes issues
- D) Wait to see if anyone finds it

 **Correct Answer:**D

Question 323

Two of your team members are having visible tension during meetings. What's your first step?

- A) Let them resolve it on their own
- B) Bring it up in the next team meeting
- C) Ignore it unless it escalates
- D) Check in with both privately to understand what's going on

 **Correct Answer:**B

Question 324

You're asked to cut a training session short due to scheduling changes. What do you do?

- A) Focus on key takeaways and offer follow-up resources
- B) Cancel the training
- C) Refuse to shorten the session
- D) Rush through all slides

 **Correct Answer:**B

Question 325

You inherit a team with unclear documentation and processes. What's your best move?

- A) Wait for a better time
- B) Work with the team to clarify and update documents
- C) Ignore it and move forward
- D) Assign it to the most junior member

 **Correct Answer:**D

Question 326

Your team is delivering work, but client satisfaction scores are low. What's your action?

- A) Ignore the scores—they're subjective
- B) Review feedback and run a root cause analysis
- C) Reduce future client check-ins
- D) Blame the sales team for bad-fit clients

 **Correct Answer:**B

Question 327

You need stakeholder input urgently, but they're unavailable. What should you do?

- A) Wait indefinitely
- B) Escalate immediately
- C) Send a summary with key decisions needed and request async input
- D) Proceed without them

 **Correct Answer:** A

Question 328

You're offered a chance to lead a pilot program that has failed before. What's your response?

- A) Decline the offer
- B) Avoid taking ownership
- C) Assess what went wrong and propose a better strategy
- D) Request someone else be assigned

 **Correct Answer:**D

Question 329

Your team works well but avoids giving each other critical feedback. What do you do?

- A) Tell them to figure it out
- B) Force peer reviews immediately
- C) Introduce a structured feedback culture and lead by example
- D) Ignore it since work is being done

 **Correct Answer:**B

Question 330

A new policy is unpopular among staff. As a manager, what's your approach?

- A) Blame upper management
- B) Communicate the rationale and listen to team concerns
- C) Tell them to accept it
- D) Avoid discussing it

 **Correct Answer:** A

Question 331

You're taking over a project mid-way and stakeholders are frustrated. What do you do first?

- A) Blame the previous project owner
- B) Ignore the tension and continue
- C) Email a new plan without discussion
- D) Schedule a reset meeting to align expectations

 **Correct Answer:**D

Question 332

A coworker keeps asking for help but never implements your suggestions. What's your move?

- A) Have a direct conversation about expectations
- B) Keep repeating advice
- C) Report them to management
- D) Ignore future requests

 **Correct Answer:** A

Question 333

You get looped into an email chain with incorrect assumptions about your role. What should you do?

- A) Clarify your responsibilities early and redirect tasks as needed
- B) Finish the tasks quietly anyway
- C) Ignore it and see what happens
- D) Reply all defensively

 **Correct Answer:** A

Question 334

You see someone regularly taking extended breaks and it's impacting team output. What do you do?

- A) Let others bring it up
- B) Report them directly to HR
- C) Confront them in front of the team
- D) Check in respectfully to understand the situation

☒ **Correct Answer:**D

Question 335

You're leading a team and find out a new process isn't being followed. What's your first step?

- A) Ignore it if performance is fine
- B) Reprimand the team in a meeting
- C) Send a strict email reminder
- D) Understand the reasons behind non-compliance before enforcing

☒ **Correct Answer:**D

Question 336

Your team just missed a major deadline and morale is low. What do you do next?

- A) Call out the lowest performers
- B) Avoid bringing it up
- C) Push harder next sprint
- D) Hold a post-mortem and re-align goals together

☒ **Correct Answer:**D

Question 337

You've received vague but critical feedback from your boss. What should you do?

- A) Complain to peers
- B) Request specific examples for better clarity
- C) Ignore it unless it repeats

D) Assume what they meant

 **Correct Answer:**B

Question 338

A peer often criticizes team decisions in private chats. What's your best response?

A) Encourage open discussion in meetings instead

B) Do nothing—it's not your business

C) Screenshot and send to your manager

D) Confront them aggressively

 **Correct Answer:** A

Question 339

You're managing someone with excellent results but poor collaboration. What do you do?

A) Separate them from the team

B) Ignore it if results are strong

C) Set expectations for teamwork and discuss consequences

D) Take away responsibilities

 **Correct Answer:**C

Question 340


Your team is asking for more autonomy. What's your next step?

A) Let them make all decisions immediately

B) Say no—it risks control

C) Wait for more experience

D) Introduce phased decision-making responsibility

 **Correct Answer:**D

Question 341

You are leading a project and notice misalignment across departments. What do you do?

A) Let each department resolve it

B) Wait for someone else to step in

- C) Push forward without resolving it
- D) Schedule a cross-functional sync to realign goals

 **Correct Answer:**B

Question 342

You get assigned to a project last minute with minimal context. What's your best first step?

- A) Start executing based on assumptions
- B) Complain to your manager
- C) Ask questions to understand goals and expectations quickly
- D) Wait for detailed instructions

 **Correct Answer:**D

Question 343

Your team is delivering work late due to poor estimates. What do you change?


- A) Ignore—it happens
- B) Reduce check-ins
- C) Improve estimation processes and review past performance
- D) Set stricter deadlines

 **Correct Answer:**C

Question 344

A teammate insists on a solution you disagree with. What do you do?

- A) Go with your own decision without discussion
- B) Let them decide alone
- C) Challenge them publicly
- D) Share your view respectfully and discuss pros and cons

 **Correct Answer:**D

Question 345

You're receiving conflicting instructions from multiple senior leaders. What's the best move?

- A) Clarify priorities by meeting with both leaders
- B) Pick what's easier
- C) Do nothing until it's clear
- D) Follow whoever emailed first

 **Correct Answer:**D

Question 346

You're mentoring someone who regularly misses deadlines. What's your next move?

- A) Reassign all their tasks
- B) Coach them on time management and monitor progress
- C) Let them figure it out
- D) Avoid giving them important work

 **Correct Answer:**D

Question 347

There's a recurring miscommunication between you and another team. What's your approach?

- A) Set up a recurring touchpoint and clarify hand-offs
- B) Work around them
- C) Let your manager handle it
- D) Keep emailing and hope they adjust

 **Correct Answer:**D

Question 348

A colleague reacts defensively to your feedback. How do you proceed?

- A) Tell others about it
- B) Stay calm, refocus on outcomes, and ask for their view
- C) Repeat your point more firmly
- D) Drop the conversation

 **Correct Answer:**C

Question 349

You're asked to present insights from data you didn't collect. What's the first thing you do?

- A) Validate the data and clarify assumptions before presenting
- B) Just summarize the charts
- C) Decline to present
- D) Guess based on trends

 **Correct Answer:**B

Question 350

You're new and spot an outdated policy still in effect. What should you do?

- A) Bring it up with your manager and propose a review
- B) Ignore it—it's not your job
- C) Wait until you've been there longer
- D) Ask your peers informally

 **Correct Answer:**C