

## Filing Machine Operator Interview Questions

1. Share an experience in which you've successfully learned how to handle a new piece of equipment?
2. Tell me about a recent experience you've had working with your hands.
3. Walk me through how you would inspect or measure finished workpieces to determine conformance to specifications, using measuring instruments such as gauges or micrometers.
4. Name a time when you set and adjusted machine controls according to product specifications, utilizing knowledge of machine operation.
5. What kind of experience do you have selecting machine tooling to be used, utilizing knowledge of machine and production requirements?
6. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
7. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
8. Share an experience when you applied new technology or information in your job. How did it help your company?
9. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.
10. Share a system you have found helpful to compute machine indexings and settings for specified dimensions and base reference points.
11. What is the most challenging part of observing machine operations to detect any problems; make necessary adjustments to correct problems?
12. Share your approach to set up, operate, or tend grinding and related tools that remove excess material or burrs from surfaces, sharpen edges or corners, or buff, hone, or polish metal or plastic workpieces.

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13. Name a time when you measured workpieces and lay out work, using precision measuring devices.
14. What kind of experience do you have moving machine controls to index workpieces, and to adjust machines for pre-selected operational settings?
15. Walk me through how you study blueprints, work orders, or machining instructions to determine product specifications, tool requirements, and operational sequences.
16. Share an experience you had in dealing with a difficult person and how you handled the situation.
17. Give me an example of when you thought outside of the box. How did it help your employer?
18. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
19. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
20. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.
21. What kind of experience do you have repairing or replacing machine parts, using hand tools, or notify engineering personnel when corrective action is required?
22. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
23. Name a time when your patience was tested. How did you keep your emotions in check?
24. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)
25. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and

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can demonstrate some initiative.)

26. Provide an example when your ethics were tested.

27. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

28. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

29. Provide a time when you dealt calmly and effectively with a high-stress situation.

30. Share an experience in which your willingness to lead or offer an opinion helped your company.

31. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

32. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

33. Tell me about your qualifications for and your experience handling vehicles and/or mechanized equipment.

34. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

35. Tell me about the last time you performed routine maintenance on equipment. How did you determine when and what type of work was needed?

36. Tell me how you organize, plan, and prioritize your work.

37. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

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38. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)