

## Xerox Machine Assembler Interview Questions

1. Tell me about a recent experience you've had working with your hands.
2. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
3. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
4. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
5. Describe methods you have found effective to inspect, test, and adjust completed units to ensure that units meet specifications, tolerances, and customer order requirements.
6. Share an effective process to position, align, and adjust parts for proper fit and assembly.
7. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
8. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
9. What system have you found effective to attach name plates and mark identifying information on parts?
10. Walk me through how you read blueprints and specifications to determine component parts and assembly sequences of electromechanical units.
11. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
12. Share an experience you had in dealing with a difficult person and how you handled the situation.
13. 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.)

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14. Provide an example when your ethics were tested.

15. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

16. What is the most challenging part of measuring parts to determine tolerances, using precision measuring instruments such as micrometers, calipers, and verniers?

17. Share an experience in which you've successfully learned how to handle a new piece of equipment?

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

19. 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 can demonstrate some initiative.)

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

21. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

22. 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.)

23. Provide an example of when you were persistent in the face of obstacles.

24. What kind of experience do you have drilling, tapping, reaming, countersink, and spot-face bolt holes in parts, using drill presses and portable power drills?

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

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26. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.

27. Name a time when your creativity or alternative thinking solved a problem in your workplace.

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

29. Share an experience when you applied new technology or information in your job. How did it help your company?

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

31. Walk me through how you operate or tend automated assembling equipment, such as robotics and fixed automation equipment.

32. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.

33. Describe a time when you successfully serviced, repaired, calibrated, or tested a device that operates mainly by electronic principles.

34. Share an experience in which you oversaw the assembly, fabrication, construction, maintenance, or modification of equipment. How did you communicate to the staff what you wanted?

35. Tell me about a time when you successfully determined the cause of an operating error at your company and solved the problem.

36. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

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

38. Tell me about the last time you performed routine maintenance on equipment. How did you determine

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when and what type of work was needed?

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

40. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

41. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

42. Give me an example of when you thought outside of the box. How did it help your employer?