

## Duplicator Punch Set Up Operator Interview Questions

1. What kind of experience do you have examining completed workpieces for defects, such as chipped edges or marred surfaces and sort defective pieces according to types of flaws?

2. Describe what methods you use to measure completed workpieces to verify conformance to specifications, using micrometers, gauges, calipers, templates, or rulers.

3. How long have you been able to operate forklifts to deliver materials?

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

5. Tell me about a recent experience you've had working with your hands.

6. How do you stay fit in order to perform physical activities that are required in the workplace?

7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

8. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

9. Walk me through how you read work orders or production schedules to determine specifications, such as materials to be used, locations of cutting lines, or dimensions and tolerances.

10. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

11. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

12. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

13. Tell me how you set up, operate, or tend machines to saw, cut, shear, slit, punch, crimp, notch, bend, or straighten metal or plastic material.

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14. Describe the process used to install, align, and lock specified punches, dies, cutting blades, or other fixtures in rams or beds of machines, using gauges, templates, feelers, shims, and hand tools.

15. Share an effective method to use when scribing reference lines on workpieces as guides for cutting operations, according to blueprints, templates, sample parts, or specifications.

16. Provide an example when your ethics were tested.

17. 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.)

18. What is the most challenging part of setting stops on machine beds, change dies, and adjust components, such as rams or power presses, when making multiple or successive passes?

19. What have you found to be the best way to plan sequences of operations, applying knowledge of physical properties of workpiece materials? Share an example.

20. Name a time when your patience was tested. How did you keep your emotions in check?

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

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

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

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

25. Describe an experience in which you successfully controlled the operation of a difficult system. What made you successful?

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26. 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.)

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

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

29. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

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

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

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

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

35. 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.)

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

37. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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

39. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

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

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

42. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

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

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

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