

## Intake Worker Interview Questions

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

2. What kind of experience do you have analyzing and interpreting blueprints, data, manuals, and other materials to determine specifications, inspection and testing procedures, adjustment and certification methods, formulas, and measuring instruments required?

3. What is the most challenging part of measuring dimensions of products to verify conformance to specifications, using measuring instruments such as rulers, calipers, gauges, or micrometers?

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

5. Share an experience you had in dealing with a difficult person and how you handled the situation.

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

7. What have you found to be the best way to discard or reject products, materials, or equipment not meeting specifications? Share an example.

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

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

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

11. Name a time when you notified supervisors and other personnel of production problems, and assist in identifying and correcting these problems.

12. Walk me through how you would inspect, test, or measure materials, products, installations, or work for conformance to specifications

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13. Provide an example when your ethics were tested.

14. Describe an experience when you discussed inspection results with those responsible for products, and recommend necessary corrective actions.

15. 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.)

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

17. Describe methods you have found effective to compare colors, shapes, textures, or grades of products or materials with color charts, templates, or samples to verify conformance to standards.

18. Tell me about the last time you wrote test or inspection reports describing results, recommendations, or needed repairs.

19. Tell me how you clean, maintain, repair, and calibrate measuring instruments and test equipment such as dial indicators, fixed gauges, and height gauges.

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

21. What factors do you consider when observing and monitoring production operations and equipment to ensure conformance to specifications and make or order necessary process or assembly adjustments?

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

23. What kind of experience do you have interpreting legal requirements, providing safety information, or recommending compliance procedures to contractors, craft workers, engineers, or property owners?

24. Describe an example when you made minor adjustments to equipment, such as turning setscrews to calibrate instruments to required tolerances.

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

26. What is the most challenging part of computing defect percentages or averages, using formulas and calculators, and prepare reports of inspection or test findings?

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

28. 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.)

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

30. Would you consider analyzing data or information a strength? How so?

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

32. Walk me through how you would administer tests to engineers and operators to assess whether they are qualified to use equipment.

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

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

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

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

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

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

40. What have you found to be the best system when inspecting or testing raw materials, parts, or products to determine compliance with environmental standards?

41. Share an example when you effectively inspected or tested cleantech or green technology parts, products, or installations, such as fuel cells, solar panels, or air quality devices, for conformance to specifications or standards.

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

43. 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.

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

45. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

46. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

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

48. 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?

49. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

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