| 1. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 2. Share an effective approach to identify energy savings opportunities and make recommendations to achieve more energy efficient operation. |
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| 3. Walk me through how you manage the development, design, or construction of energy conservation projects to ensure acceptability of budgets and time lines, conformance to federal and state laws, or adherence to approved specifications. |
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| 4. Share an experience you had in dealing with a difficult person and how you handled the situation. |
| 5. Tell me how you organize, plan, and prioritize your work. |
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| 6. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 7. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 8. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 9. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 10. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 11. 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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| 12. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 13. Share a time when you successfully used scientific rules or methods to solve a problem at work. |
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| 14. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 15. 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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| 16. Provide an example of a time when you successfully organized a diverse group of people to accomplish a |
| task. |
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| 17. 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? |
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| 18. Provide an example when your ethics were tested. |
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| 19. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you |
| identify a problem or the cause of a problem. |
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| 20. Share an experience in which your attention to detail and thoroughness had an impact on your last |
| company. |
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| 21. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the |
| candidate is dependable.) |
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| 22. 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.) |
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| 23. Provide an example of when you set expectations and monitored the performance of subordinates. What |
| guidance and direction did you find most effective? |
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| 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.) |
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| 25. Share an experience in which you successfully coordinated with others. How about a coordination effort |
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| that was not as successful? |
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| 26. What are some long-range objectives that you developed in your last job? What did you do to achieve |
| them? |
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| 27. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 28. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.) |
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| 29. Tell me how you conduct energy audits to evaluate energy use, costs, or conservation measures. |
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| 30. Provide an example of when you were persistent in the face of obstacles. |
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| 31. Please share with me an example of how you helped coach or mentor someone. What improvements did |
| you see in the person's knowledge or skills? |
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| 32. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 33. Name a time where you oversaw design or construction aspects related to energy such as energy engineering, energy management, and sustainable design. |
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| 34. What is the most challenging part of reviewing architectural, mechanical, or electrical plans and |
| specifications to evaluate energy efficiency or determine economic, service, or engineering feasibility? |
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| 35. How often do you conduct jobsite observations, field inspections, or sub-metering to collect data for |
| energy conservation analyses? Share an experience. |
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| 36. Describe methods you have found effective to inspect or monitor energy systems, including heating, |
| ventilating, and air conditioning (HVAC) or daylighting systems to determine energy use or potential energy |
| savings. |
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| 37. Share an experience in which your willingness to lead or offer an opinion helped your company. |
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| 38. What kind of experience do you have evaluating construction design information such as detail and |
| assembly drawings, design calculations, system layouts and sketches, or specifications? |
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| 39. What have you found to be the best way to direct the work of contractors or staff in the implementation of |
| energy management projects? Share an experience. |
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| 40. Describe an experience when you trained personnel or clients on topics such as energy management. How |
| did it go? |
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| 41. Walk me through how you provide consultation to clients or other engineers on topics such as climate |
| control systems, energy modeling, data logging, energy management control systems, lighting or daylighting |
| design, sustainable design, and energy auditing. |
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| 42. What is key when reviewing or negotiating energy purchase agreements? Share an example. |
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| 43. What factors do you consider when making recommendations regarding energy fuel selection? |
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| 44. What is the most challenging part of analyzing, interpret, or creating graphical representations of energy |
| data, using engineering software? |
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| 45. Describe a time when you successfully persuaded another person to change his/her way of thinking or |
| behavior. |
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| 46. Name a time when your patience was tested. How did you keep your emotions in check? |
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| 47. Describe an experience in which your ability to work well with others and reconcile differences helped |
| your company or employer. (Make sure the candidate knows how to negotiate.) |
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| 48. Describe an experience where you consulted with construction or renovation clients or other engineers on |
| topics such as Leadership in Energy and Environmental Design (LEED) or Green Buildings. |
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| 49 Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation |

| or improve an ongoing one. (Look for the candidate's ability to learn.) |
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| 50. Provide an experience in which you were sensitive to somone's needs or feelings. How did your |
| helpfulness affect your work environment? |
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| 51. How do you stay up to date with new research or collect data on renewable or alternative energy systems |
| or technologies such as solar thermal and photovoltaic energy? |
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| 52. 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.) |
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