

Folder Operator Interview Questions

1. Describe the process used to align and position materials being joined in order to ensure accurate application of adhesive or heat sealing.

2. Share the techniques used to start machines, and turn valves or move controls to feed, admit, apply, or transfer materials and adhesives, and to adjust temperature, pressure, and time settings.

3. How would you perform test production runs and make adjustments as necessary to ensure that completed products meet standards and specifications?

4. Describe your experience measuring and mix ingredients to prepare glue.

5. Share your experience observing gauges, meters, and control panels to obtain information about equipment temperatures and pressures, or the speed of feeders or conveyors.

6. Describe an experience removing jammed materials from machines and readjust components as necessary to resume normal operations.

7. Explain the importance of maintaining production records such as quantities, dimensions, and thicknesses of materials processed.

8. Tell me about what methods you use to mount or load material such as paper, plastic, wood, or rubber in feeding mechanisms of cementing or gluing machines.

9. Tell me about reading work orders and communicate with coworkers in order to determine machine and equipment settings and adjustments, and supply and product specifications.

10. How experienced are you in monitoring machine operations to detect malfunctions; report or resolve problems.

11. Explain ways to adjust machine components according to specifications such as widths, lengths, and thickness of materials and amounts of glue, cement, or adhesive required.

12. Share how you would examine and measure completed materials or products to verify conformance to specifications, using measuring devices such as tape measures, gauges, or calipers.

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13. Please clarify how to depress pedals to lower electrodes that heat and seal edges of material.
14. Walk me through the process of transporting materials, supplies, and finished products between storage and work areas, using forklifts.
15. What techniques do you use to clean and maintain gluing and cementing machines, using solutions, lubricants, brushes, and scrapers?
16. Tell me how you remove and stack completed materials or products, and restock materials to be joined.
17. Describe your experience filling machines with glue, cement, or adhesives.
18. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
19. Share an experience in which you've successfully learned how to handle a new piece of equipment?
20. Tell me about a recent experience you've had working with your hands.
21. How do you stay fit in order to perform physical activities that are required in the workplace?
22. Describe an experience in which you successfully controlled the operation of a difficult system. What made you successful?
23. Tell me how you organize, plan, and prioritize your work.
24. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
25. 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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26. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

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

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

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

30. 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.)

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

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

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

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 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.)

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

37. Provide an example when your ethics were tested.

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

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

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

41. 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.)

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

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

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

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

46. 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.

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

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

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

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

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

52. 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?

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

54. Tell me about your last experience doing repair work. How did you determine what tools you needed?

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

56. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)