

## Production Assistant Interview Questions

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

2. Provide an experience in which you successfully performed quality checks on products and parts.

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

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

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

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

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

9. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

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

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

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

13. 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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14. Share an experience in which you packaged finished products and prepared them for shipment.

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

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

17. Share an effective method you have used to ensure that work is performed according to specifications.

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

19. Provide an experience in which you successfully completed production reports.

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

21. 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.)

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

23. What factors do you consider when determining work assignments and procedures? Provide an experience.

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

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

26. Share an effective method you have used to maintain production equipment and machinery. Provide an experience.

27. Provide an example when your ethics were tested.

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

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

30. Provide an experience in which you effectively assisted in the production of wiring assemblies.

31. Share an experience in which you supervised and/or trained employees. What methods made you successful?

32. Provide an experience in which you effectively kept your work area clean.

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

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

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

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

38. Provide your experience operating machinery and heavy equipment (e.g. forklifts).

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

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helped you succeed?

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

42. Please share an experience in which you presented to a group. What was the situation and how did it go?

43. 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.)

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

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

46. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

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

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

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

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

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

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

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

54. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

55. 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?

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