

## Facility Planner Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Describe an effective detailed dimensional drawing or design layout which you drafted. How did you ensure conformance to specifications?
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 oversaw the assembly, fabrication, construction, maintenance, or modification of equipment. How did you communicate to the staff what you wanted?
6. Tell me how you organize, plan, and prioritize your work.
7. Share an experience when you applied new technology or information in your job. How did it help your company?
8. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
9. Would you consider analyzing data or information a strength? How so?
10. 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?
11. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
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?

## Facility Planner Interview Questions

14. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
15. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
16. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
17. Provide an example when your ethics were tested.
18. 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.)
19. Share an effective method you have used to determine dimensions of structure or system and material requirements.
20. Provide an experience in which conferring with a supervisor helped you to successfully determine project details.
21. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
22. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
23. Describe an effective method you have used to evaluate contractor work, detect design malfunctions, and to ensure conformance to specifications and codes.
24. Describe an effective negotiation you made to resolve a system conflict.
25. Share an effective method you have used to develop plans and estimate costs.

## Facility Planner Interview Questions

26. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
27. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
28. What is the state of your reports and documentation? What is one thing you would like to improve?
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. Provide a time when you dealt calmly and effectively with a high-stress situation.
31. Provide an example of when you were persistent in the face of obstacles.
32. Provide an effective method you have used to design maps, graphs, tracings, and diagrams to illustrate findings.
33. What factors do you consider when evaluating facilities to determine suitability for occupancy and/or square footage availability?
34. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
35. Name a time when your patience was tested. How did you keep your emotions in check?
36. 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.)
37. 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?
38. Please share an experience in which you presented to a group. What was the situation and how did it go?

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39. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
40. 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.)
41. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
42. 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.
43. Share an effective method you have used to locate new sites and to analyze details of project sites.
44. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
45. Share an experience in which you successfully resolved a difficult complaint.
46. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
47. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
48. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
49. What is the key to success when communicating with the public.
50. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
51. Name an effective method you have used to test and analyze materials using tools and equipment and

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applying engineering knowledge.

52. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.

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

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

55. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

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

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

58. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

59. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

60. What is the most challenging part of budgeting for you?

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

62. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

63. 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.)

## Facility Planner Interview Questions

64. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.