

## Assistant Drafter Interview Questions

1. Tell me how you organize, plan, and prioritize your work.
2. Tell me about the last project you worked on. What was the most challenging part of the project?
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. Share an experience when you applied new technology or information in your job. How did it help your company?
7. Give me an example of when you thought outside of the box. How did it help your employer?
8. 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?
9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
11. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
12. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
13. Provide an example when your ethics were tested.

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

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

16. 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.)

17. 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.)

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

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

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

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

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

23. Provide an effective method you have used to coordinate structural, electrical, and/or mechanical designs and determine a method of presentation to graphically represent building plans.

24. Share an effective method you have used to determine the effect of technical documents and reports on architectural designs.

25. 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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26. Please share an experience in which you presented to a group. What was the situation and how did it go?
27. What data have you found useful for drawing rough and detailed scale plans? Share an experience.
28. Would you consider analyzing data or information a strength? How so?
29. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
30. Provide a time when you dealt calmly and effectively with a high-stress situation.
31. Describe an effective method you have used to lay out and plan interior room arrangements for commercial buildings.
32. Provide an example of when you were persistent in the face of obstacles.
33. Share an effective method you have used to obtain and assemble data to complete architectural designs.
34. 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.
35. Provide a time when you successfully supervised and coordinated the work of a staff on a construction project. What methods made you successful?
36. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
37. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
38. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

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39. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
40. What factors do you consider when determining procedures and instructions to be followed?
41. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
42. 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?
43. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
44. 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.)
45. Share an experience in which your willingness to lead or offer an opinion helped your company.
46. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
47. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
48. Name a time when your patience was tested. How did you keep your emotions in check?
49. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
50. What methods have you found effective in analyzing the technical implications of architects' design concepts?
51. Share an experience in which you effectively represented an architect on a construction site.

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52. What is the state of your documents and reports? What is one thing you would like to improve?

53. 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?

54. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

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

56. 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.)

57. Provide an effective method you have used to prepare colored drawings of landscapes and interior designs for presentation to clients.

58. Share an effective method you have used to reproduce drawings.

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

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

61. Share an experience in which calculating the heat loss and gain of a building and structure helped you to accurately determine required equipment specifications.

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

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

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64. Describe an effective landscape, architectural, or display model which you built.

65. 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.

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

67. 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.)