| 1. 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?   |
|   |
| 2. Share an experience in which you planned and/or established a sequence of operations which made the        |
| fabrication and/or assembly of parts efficient.   |
|   |
| 3. Name a time when your advice to management led to an improvement in your company or otherwise helped       |
| your employer.  |
| jour employer.  |
|   |
| 4. Share an experience you had in dealing with a difficult person and how you handled the situation.          |
|   |
| 5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the |
| candidate has open lines of communication.)   |
| candidate has open mies of communication.)  |
|   |
| 6. 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?                              |
|   |
| 7. Tall ma hove you organize alon and mioritize your work   |
| 7. Tell me how you organize, plan, and prioritize your work.  |
|   |
| 8. Share an experience when you applied new technology or information in your job. How did it help your       |
| company?  |
|   |
| 9. Give me an example of when you thought outside of the box. How did it help your employer?                  |
|   |
|   |
| 10. Tell me about an experience in which you analyzed information and evaluated results to choose the best    |
| solution to a problem.  |
|   |
| 11. Would you consider analyzing data or information a strength? How so?                                      |
|   |
| 12. Share an effective approach to working with a large amount of information/data. How has your approach     |
| affected your company?  |
| arrected your company:  |
|   |
| 13. Tell me about the last time you monitored or reviewed information and detected a problem. How did you     |
| respond?  |

| 14. Share an example of a time you had to gather information from multiple sources. How did you determine      |
|--|
| which information was relevant?  |
|  |
| 15. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was    |
| the impact?  |
|  |
| 16. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)       |
|  |
| 17. 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?   |
|  |
| 18. Provide an example of a time when you successfully organized a diverse group of people to accomplish a     |
| task.  |
|  |
| 19. 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.   |
|  |
| 20. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the    |
| situation and outcome?   |
|  |
| 21. Share an experience in which your attention to detail and thoroughness had an impact on your last          |
| company.   |
|  |
| 22. Share an experience in which you've successfully learned how to handle a new piece of equipment?           |
|  |
| 23. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the     |
| candidate is dependable.)  |
|  |
| 24. Provide an example when your ethics were tested.   |
|  |
| 25. 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.)  |

| 26. 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.)                             |
|  |
| 27. Please share an experience in which you presented to a group. What was the situation and how did it go?      |
|  |
| 28. Provide an example of when you were persistent in the face of obstacles.                                     |
|  |
| 29. Provide a time when you dealt calmly and effectively with a high-stress situation.                           |
|  |
| 30. Name a time when your patience was tested. How did you keep your emotions in check?                          |
|  |
| 31. In your experience, what is the key to developing a good team? (Look for how they build mutual trust,        |
| respect, and cooperation.)   |
|  |
| 32. Share an example of when you established and accomplished a goal that was personally challenging. What       |
| helped you succeed?  |
|  |
| 33. What is the most challenging part of budgeting for you?  |
|  |
| 34. Name a time when your creativity or alternative thinking solved a problem in your workplace.                 |
|  |
| 35. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?            |
| (Make sure the candidate is flexible.)   |
|  |
| 36. Share an experience in which your ability to consider the costs or benefits of a potential action helped you |
| choose the most appropriate action.  |
|  |
| 37. Tell me about a time when you developed your own way of doing things or were self-motivated to finish        |
| an important task.   |
|  |
| 38. Share an experience in which your willingness to lead or offer an opinion helped your company.               |
|  |

| 39. Share an experience in which your understanding of a current or upcoming problem helped your company       |
|--|
| to respond to the problem.   |
|  |
| 40. What information do you find useful in obtaining knowledge of manufacturing methods, procedures, and       |
| activities?  |
|  |
| 41. Provide an experience in which you were sensitive to somone's needs or feelings. How did your              |
| helpfulness affect your work environment?  |
|  |
| 42. Share an effective method you have used to estimate production costs, cost saving methods, and the effects |
| of design changes on expenditures.   |
|  |
| 43. Describe an experience in which you identified the educational needs of your students and successfully     |
| developed a way to teach/train them.   |
|  |
| 44. Tell me about a quality control activity you coordinated which effectively resolved a production problem,  |
| maximized product reliability, or minimized cost.  |
|  |
| 45. Describe a layout of equipment, materials, or workspace you designed which effectively illustrated         |
| maximum efficiency.  |
|  |
| 46. 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?   |
|  |
| 47. Provide a time when you recommended a method which effectively improved utilization of personnel,          |
| material, or utilities.  |
|  |
| 48. Share an experience in which communicating with management and user personnel helped you to develop        |
| effective production and/or design standards.  |
|  |
| 49. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges  |
| and results?   |
|  |
| 50. Share an experience in which you successfully coordinated with others. How about a coordination effort     |
| that was not as successful?  |

| 51. Share an experience in which you determined standards and established quality and reliability objectives for a product by analyzing statistical data and product specifications.     |
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| 52. Share an experience in which you conferred successfully with a client, vendor, staff member, or manager.   |
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| 53. Describe a method, standard, or system you developed which successfully promoted efficient staff and/or facility utilization.  |
|  |
| 54. Provide an effective method you have used to regulate workflow schedules to expediate production operations.   |
|  |
| 55. Share an experience in which you used statistical methods or mathematical calculations to accurately determine manufacturing processes, staff requirements, or production standards. |
|  |
| 56. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?  |
|  |
| 57. 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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| 58. What is the state of your reports? Name one thing you are trying to improve.   |
|  |
| 59. What factors do you consider when determining worker functions and responsibilities?   |
|  |
| 60. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.                               |
|  |
| 61. Share an experience in which you successfully directed workers. How did you ensure their work met quality control and reliability standards?   |
|  |
| 62. What factors do you consider when evaluating the precision and accuracy of production and testing equipment or engineering drawings?   |
|  |

| 63. What are some long-range objectives that you developed in your last job? What did you do to achieve  |
|--|
| them?  |
|  |
| 64. Describe an effective sampling procedure or design you formulated.   |
|  |
| 65. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?                            |
|  |
| 66. Share an effective method you have used to assess the cost and responsibility for discrepant material or defective/damaged parts.  |
|  |
| 67. What factors do you consider when scheduling deliveries?   |
|  |
| 68. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?   |
|  |
| 69. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.  |
|  |
| 70. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.   |
|  |
| 71. 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.)  |
|  |
| 72. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.   |
|  |
| 73. 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.) |
|  |