| 1. 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?  |
|   |
| 2. Share an effective method you have used to enforce safety and sanitation regulations.                      |
|   |
| 3. Provide an example of when you set expectations and monitored the performance of subordinates. What        |
| guidance and direction did you find most effective?   |
|   |
| 4. Describe an experience in which you identified the educational needs of your students and successfully     |
| developed a way to teach/train them.  |
|   |
| 5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust,      |
| respect, and cooperation.)  |
|   |
| 6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a     |
| task.   |
|   |
| 7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the |
| candidate has open lines of communication.)   |
|   |
| 8. Share an experience in which you've successfully learned how to handle a new piece of equipment?           |
|   |
| 9. Tell me about a recent experience you've had working with your hands.                                      |
|   |
| 10. Tell me how you organize, plan, and prioritize your work.   |
|   |
| 11. Tell me about an experience in which you analyzed information and evaluated results to choose the best    |
| solution to a problem.  |
|   |
| 12. Tell me about the last time you monitored or reviewed information and detected a problem. How did you     |
| respond?  |
|   |
| 13. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate,       |
| develop, and direct the worker(s)?  |

| 14. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges                          |
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| and results?   |
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| 15. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 16. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was                            |
| the impact?  |
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| 17. Please share an experience in which you presented to a group. What was the situation and how did it go?                            |
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| 18. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the                            |
| situation and outcome?   |
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| 19. Share an experience you had in dealing with a difficult person and how you handled the situation.                                  |
|  |
| 20. Share an experience when you applied new technology or information in your job. How did it help your                               |
| company?   |
|  |
| 21. Share an example of a time you had to gather information from multiple sources. How did you determine                              |
| which information was relevant?  |
|  |
| 22. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)   |
| candidate is dependable.)  |
|  |
| 23. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.                |
| neiped your employer.  |
| 24. Share an experience in which your willingness to lead or offer an opinion helped your company.                                     |
| 24. Share an experience in which your winnighess to lead of other an opinion helped your company.                                      |
|  |
| 25. Provide an experience in which directed and coordinated the activities of employees. What methods made you successful?             |
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| 26. Provide an example when you were able to prevent a problem because you foresaw the reaction of another       |
|--|
| person.  |
|  |
| 27. Share an experience in which your attention to detail and thoroughness had an impact on your last            |
| company.   |
|  |
| 28. What is the most challenging part of budgeting for you?  |
|  |
| 29. Share an experience in which you effectively conferred with other supervisors to coordinate operations and   |
| activities within or between departments.  |
|  |
| 30. 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.   |
|  |
| 31. Provide an example when your ethics were tested.   |
|  |
| 32. Describe a time when you successfully provided personal assistance to a coworker or patron.                  |
|  |
| 33. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you     |
| identify a problem or the cause of a problem.  |
|  |
| 34. What factors do you consider when establishing work schedules, assignments, and production sequences?        |
| How do you ensure that production goals are met?   |
|  |
| 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. 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. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)         |
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| 38. Share an effective approach to working with a large amount of information/data. How has your approach        |

| affected your company?   |
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| 39. Name a time when your patience was tested. How did you keep your emotions in check?                    |
|  |
| 40. Provide an experience in which you were sensitive to somone's needs or feelings. How did your          |
| helpfulness affect your work environment?  |
|  |
| 41. Share an experience in which you effectively conducted employee training. What methods made you        |
| successful?  |
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| 42. Provide an effective method you have used to ensure that operators conform to standards.               |
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| 43. Provide a time when you dealt calmly and effectively with a high-stress situation.                     |
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| 44. Describe the methods you use to determine production requirements and to evaluate current production   |
| estimates and outputs.   |
|  |
| 45. What is the state of your records of employees' attendance and hours? What is something you would like |
| to improve?  |
|  |
| 46. Provide an experience in which you effectively interpreted specifications, blueprints, job orders, and |
| company policies and procedures.   |
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| 47. 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.)                       |
|  |
| 48. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?      |
| (Make sure the candidate is flexible.)   |
|  |
| 49. 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?  |
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| 50. Provide an example of when you were persistent in the face of obstacles.                               |
|  |

| 51. What factors do you consider when determining standards, budgets, production goals, and rates? Provide an experience.  |
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| 52. What is the state of your operations data? Share an experience in which you used the data to prepare management reports.   |
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| 53. Describe your experience setting up and adjusting machines and equipment.  |
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| 54. Share an experience in which you conferred with management and/or subordinates to resolve a worker problem.  |
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| 55. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.   |
|  |
| 56. How do you stay fit in order to perform physical activities that are required in the workplace?  |
|  |
| 57. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?   |
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| 58. Tell me about a measure you implemented which effectively motivated employees or improved production methods, equipment performance, product quality, or efficiency.     |
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| 59. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.                                   |
|  |
| 60. 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? |
|  |
| 61. Name a time when your creativity or alternative thinking solved a problem in your workplace.   |
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| 62. 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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| 63. Please share an experience in which you successfully taught a difficult principle or concept. How were you   |

| able to be successful?   |
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| 64. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.  |
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| 65. 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.)  |
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| 66. 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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| 67. Tell me about an effective product or production process which you planned and developed.  |
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| 68. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.  |
|  |
| 69. 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.) |
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| 70. Provide an experience in which you executed personnel actions, such as hiring.   |
|  |
| 71. Give me an example of when you thought outside of the box. How did it help your employer?  |
|  |
| 72. 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.       |
|  |
| 73. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.   |
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| 74. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?           |
|  |
| 75. Would you consider analyzing data or information a strength? How so?   |
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