| 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 |
|---|
| and results? |
| |
| 15. Share an experience in which you successfully coordinated with others. How about a coordination effort |
| that was not as successful? |
| |
| 16. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was |
| the impact? |
| |
| 17. Please share an experience in which you presented to a group. What was the situation and how did it go? |
| |
| 18. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the |
| situation and outcome? |
| |
| 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.) |
| |
| 23. Name a time when your advice to management led to an improvement in your company or otherwise |
| helped your employer. |
| |
| 24. Share an experience in which your willingness to lead or offer an opinion helped your company. |
| |
| 25. Provide an experience in which directed and coordinated the activities of employees. What methods made |
| you successful? |
| |

| 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.) |
| |
| 38. Share an effective approach to working with a large amount of information/data. How has your approach |

| affected your company? |
|---|
| |
| 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? |
| neipraniess affect your work environment. |
| 41. Share an experience in which you effectively conducted employee training. What methods made you successful? |
| successiui? |
| 42. Provide an effective method you have used to ensure that operators conform to standards. |
| |
| 43. Provide a time when you dealt calmly and effectively with a high-stress situation. |
| |
| 44. Describe the methods you use to determine production requirements and to evaluate current production estimates and outputs. |
| 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. |
| |
| 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? |
| |
| 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. |
|--|
| |
| 52. What is the state of your operations data? Share an experience in which you used the data to prepare management reports. |
| |
| 53. Describe your experience setting up and adjusting machines and equipment. |
| |
| 54. Share an experience in which you conferred with management and/or subordinates to resolve a worker problem. |
| |
| 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? |
| |
| 58. Tell me about a measure you implemented which effectively motivated employees or improved production methods, equipment performance, product quality, or efficiency. |
| |
| 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. |
| |
| 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.) |
| |
| 63. Please share an experience in which you successfully taught a difficult principle or concept. How were you |

| able to be successful? |
|--|
| |
| 64. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
| |
| 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.) |
| |
| 66. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem. |
| |
| 67. Tell me about an effective product or production process which you planned and developed. |
| |
| 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.) |
| |
| 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. |
| |
| 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? |
| |