

## Commercial Green Retrofit Architect Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?

2. Share an effective method you have used in consulting with clients to determine functional and spatial requirements of structures.

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. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

5. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

6. Share an experience you had in dealing with a difficult person and how you handled the situation.

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 oversaw the assembly, fabrication, construction, maintenance, or modification of equipment. How did you communicate to the staff what you wanted?

9. Tell me how you organize, plan, and prioritize your work.

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

11. Share an experience when you applied new technology or information in your job. How did it help your company?

12. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

13. Would you consider analyzing data or information a strength? How so?

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14. 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?

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

16. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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

18. 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.

19. 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?

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

21. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

22. Please share an experience in which you presented to a group. What was the situation and how did it go?

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

24. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

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

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26. 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.

27. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

28. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

29. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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

31. 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.)

32. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

33. Describe a scale drawing you prepared which you were happy with. How about one you were unhappy with?

34. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

35. 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.)

36. Provide an example of when you were persistent in the face of obstacles.

37. Provide a time when you dealt calmly and effectively with a high-stress situation.

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

39. Provide an example when your ethics were tested.

40. What factors do you consider when planning the layout of a project?

41. 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.)

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

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

44. Name a time when your patience was tested. How did you keep your emotions in check?

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

46. Tell me about an effective contract document you prepared for a building contractor.

47. Share an experience in which you successfully integrated engineering elements into a unified architectural design.

48. Provide an effective method you have used to organize information regarding design, structure, materials, color, equipment, costs, and construction time. What is one area you would like to improve in?

49. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

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

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51. Provide a time when you directed the activities of a staff. What methods made you a successful director?

52. Provide an effective method you have used to find new work opportunities.

53. Share an effective method you have used to ensure that construction complies with plans.

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

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

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

57. What is the key to success when communicating with the public.

58. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

59. Share an experience in which you effectively represented a client.

60. 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?

61. 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.)

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

63. 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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64. What is the key to a successful budget?

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. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

67. Tell me about a operating manual, maintenance manual, study, or report which you prepared. What is one thing you are trying to improve on?

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

69. How do you ensure that your designs for structures are in accordance with environmental, safety, and other regulations?

70. Describe an experience in which you performed successful predesign services.

71. Share an effective method you have used to gather information related to environmental sustainability of projects.

72. Provide an effective method you have used to incorporate environmentally friendly building practices and/or concepts into your design of structures.

73. Share an experience in which you effectively designed and/or planned the construction of a green building project.

74. Describe an effective environmental structural upgrade you designed.

75. Provide an experience in which you accurately calculated potential energy savings. What methods did you use?

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76. Share a time when you successfully used scientific rules or methods to solve a problem at work.

77. 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?