

Personnel Quality Assurance Auditor Interview Questions

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

2. Describe an effective method you have used to verify that records adhere to quality assurance specifications.

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 in which you've successfully learned how to handle a new piece of equipment?

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?

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

Personnel Quality Assurance Auditor Interview Questions

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

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15. 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.

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16. 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?

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

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

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

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

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22. Provide an example when your ethics were tested.

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

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

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25. 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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26. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?

Personnel Quality Assurance Auditor Interview Questions

(Make sure the candidate is flexible.)

27. 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.)

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

29. Share an effective method you have used to interpret engineering drawings, diagrams, and/or formulas.

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

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

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

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

34. 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.)

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

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

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

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

39. Provide an experience in which you were sensitive to someone's needs or feelings. How did your

Personnel Quality Assurance Auditor Interview Questions

helpfulness affect your work environment?
40. Share an effective method you have used to ensure that equipment is operated and maintained according to quality assurance standards.
41. Provide an effective method yo have used to determine and maintain quality and reliability of products.
42. What factors do you consider when planning work assignments?
43. Provide an experience in which you designed new equipment which increased production or improved standards.
44. Share an experience in which you improved the efficiency of an operation. How did you identify the need for improvement?
45. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
46. Share an experience in which you recommended a modification which effectively optimized quality.
47. Share an experience in which you were able to generate a new design or modify a current design to better serve the needs of your customers.
48. 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.
49. Share an effective method you have used to prepare and analyze data.
50. Provide an experience in which you validated a deviation from existing standards.
51. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
52. Share an experience in which you successfully coordinated with others. How about a coordination effort

Personnel Quality Assurance Auditor Interview Questions

that was not as successful?

53. Describe an experience in which your application of statistical quality control procedures helped you in your recording of test data.

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

55. Provide an effective method you have used to select stages for and to test products.

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

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

58. 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.)

59. Share an effective method you have used to determine time involved in performing tasks as well as fatigue rate.

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

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

62. Share an experience in which you effectively operated industrial hygiene equipment to reduce exposure to environmental contaminants.

63. Provide an effective method you have used to ensure that environmental management systems comply with environmental policies, programs, and/or regulations.

64. Share an experience in which you successfully responded to an emergency and properly followed emergency procedures.

Personnel Quality Assurance Auditor Interview Questions

65. Describe an effective method you have used to ensure that operations comply with permits and/or regulations.

66. 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?

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

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

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

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

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

72. 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.)

73. Describe a time when you successfully provided personal assistance to a coworker or patron.

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

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

76. 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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77. How do you stay fit in order to perform physical activities that are required in the workplace?