

Contractor Interview Questions

1. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
2. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
3. What is the most challenging part of budgeting for you?
4. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
5. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
6. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
7. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
8. Share an experience you had in dealing with a difficult person and how you handled the situation.
9. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
10. Tell me how you organize, plan, and prioritize your work.
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. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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

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

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

20. 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.

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

24. 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?

25. Describe an experience in which your ability to work well with others and reconcile differences helped

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your company or employer. (Make sure the candidate knows how to negotiate.)
26. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
27. What is the key to a successful budget?
28. Provide an example when your ethics were tested.
29. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
30. 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?
31. Give me an example of when you thought outside of the box. How did it help your employer?
32. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
33. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
34. Tell me about a time when you successfully scheduled a difficult project and budgeted the time required to meet deadlines with good results.
35. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
36. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
37. Share an experience in which your willingness to lead or offer an opinion helped your company.

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38. Share an experience in which conferring with other personnel helped you effectively resolve a problem.

39. 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.)

40. Describe a time when you met with other personnel involved in a project and effectively negotiated a difficult contract. What helped you succeed?

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

42. 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.

43. 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.)

44. Tell me about the last reports you prepared and submitted.

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

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

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

48. Share an experience in which you represented an owner or developer when interpreting and/or explaining plans and contract terms with good results.

49. 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?

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

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51. Describe a time when you successfully planned, organized, or directed the activities concerned with construction or maintenance of a structure, facility, or system. What made you successful?
52. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
53. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
54. Provide an experience in which you successfully dealt with a big delay, extended bad weather, or an emergency at a construction site.
55. Share an experience in which your inspection of a project successfully prevented a breach from a regulation.
56. Describe an experience in which you determined appropriate construction methods and met specifications for a difficult job.
57. Tell me about a crew you contracted with and were happy with the results. How about one you were unhappy with?
58. Share an experience in which you successfully directed and supervised workers. What made you successful?
59. Describe the last quality control program you developed and/or implemented.
60. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
61. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
62. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

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63. Share an experience in which your investigation of damage, an accident, or a delay on the site helped you effectively enforce proper procedures.
64. Share an experience in which you successfully acquired a piece of land for a construction project.
65. 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.)
66. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.
67. Tell me how you evaluated construction methods and determined cost-effectiveness of plans in your last job.
68. Tell me about the labor requirements you determined for dispatching workers to construction sites in your last company. How did you successfully ensure that all requirements were met?
69. 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.)
70. 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?
71. Name a time when your creativity or alternative thinking solved a problem in your workplace.
72. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
73. What is the key to success when communicating with the public.
74. Tell me about the last time you procured a favorable rating from an environmentally certified professional.

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75. Share an experience in which you performed a prebuilding assessment which was especially helpful in preparing you for a project.

76. Describe a time when your inspection of a project ensured it was in compliance with environmental regulations.

77. Provide an experience in which you successfully implemented a training program to update your employees' skills and knowledge. What made you successful?

78. Tell me about the last environmental protection program you developed or implemented.

79. Describe a time when you developed two budgets to compare the pros and cons of each.

80. Share with me green building strategies you have successfully used before and the situations in which you used these strategies.

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