

Service Writer Interview Questions

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

2. What kind of experience do you have analyzing and interpreting blueprints, data, manuals, and other materials to determine specifications, inspection and testing procedures, adjustment and certification methods, formulas, and measuring instruments required?

3. What is the most challenging part of measuring dimensions of products to verify conformance to specifications, using measuring instruments such as rulers, calipers, gauges, or micrometers?

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

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

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

7. What have you found to be the best way to discard or reject products, materials, or equipment not meeting specifications? Share an example.

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

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

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