

## Telephone Assembler Interview Questions

1. Share an experience in which you've successfully learned how to handle a new piece of equipment?

2. What kind of experience do you have assembling electrical or electronic systems or support structures and installing components, units, subassemblies, wiring, or assembly casings, using rivets, bolts, soldering or micro-welding equipment?

3. What have you found to be the best way to read and interpret schematic drawings, diagrams, blueprints, specifications, work orders, or reports to determine materials requirements or assembly instructions? Share an example.

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

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

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

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

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

9. Tell me how you inspect or test wiring installations, assemblies, or circuits for resistance factors or for operation and record results.

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

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

12. Walk me through how you adjust, repair, or replace electrical or electronic component parts to correct defects and to ensure conformance to specifications.

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13. What is the most challenging part of marking and tagging components so that stock inventory can be tracked and identified?

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

15. How much time do you spend completing, reviewing, or maintaining production, time, or component waste reports? What works for you?

16. 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.)

17. What is the key to success with conferring with supervisors or engineers to plan or review work activities or to resolve production problems?

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

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

20. Describe an experience where you explained assembly procedures or techniques to other workers?

21. What is the most challenging part of instructing customers in the installation, repair, or maintenance of products?

22. Provide an example when your ethics were tested.

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

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

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25. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

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

27. 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.

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

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

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