

Drafter Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Provide an method you have used to draft effective diagrams and specifications for instructions to installation crews.
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. Tell me how you organize, plan, and prioritize your work.
7. Share an experience when you applied new technology or information in your job. How did it help your company?
8. 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?
9. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
10. Provide an example when your ethics were tested.
11. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
12. What is your experience with computer-aided drafting equipment? How about conventional drafting stations?
13. Please share an experience in which you presented to a group. What was the situation and how did it go?

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

15. 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.)

16. Share an experience in which conferring with personnel helped you to resolve a difficult problem.

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

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

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

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

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

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

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

24. Share an effective method you have used to measure factors that affect installation and arrangement of equipment.

25. Tell me about a successful documentation package you assembled or an effective drawing set you produced.

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

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respond?

27. How do you ensure that construction drawings and cost estimates are accurate and conform to standards and regulations?

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

29. 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?

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