

Tool Representative 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.

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

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.

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?

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?

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

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

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

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

22. Provide an example when your ethics were tested.

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

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

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

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

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(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.