

Letterer Interview Questions

1. Share an experience in which you've successfully learned how to handle a new piece of equipment?
2. Tell me about a recent experience you've had working with your hands.
3. How do you stay fit in order to perform physical activities that are required in the workplace?
4. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.
5. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
6. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
7. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
8. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
9. Tell me how you organize, plan, and prioritize your work.
10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
11. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
12. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
13. Share an experience when you applied new technology or information in your job. How did it help your company?

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

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

16. 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.)

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

18. Describe an experience in which you successfully controlled the operation of a difficult system. What made you successful?

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

20. 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.)

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

22. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

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

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

25. Provide an example when your ethics were tested.

26. 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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27. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.

28. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

30. Name a time when your creativity or alternative thinking solved a problem in your workplace.