**Construction and Manufacturing**

Preliminary Statements:

• Thank you for your time.

• We have a list of questions we have prepared and will ask every applicant the same questions.

• We will go through each question, then give you the opportunity to ask a few questions.

• If you are ready to get started, let’s begin.

1) What interests you about this industry and how have you learned about it? Learning about what interests the applicant in the industry will help the hiring manager to understand what they may prefer to work in or focus on. In addition, if the candidate is just starting out in the industry, this question may help the interviewer to understand how dedicated they are to joining the organization and the industry in general (i.e. how much work they might be willing to put in), and why they’re willing and interested in doing so.

2) What was the best job you ever had and why? The answer to this question will tell you about the aspects the person liked about their favorite job. A candid answer will reveal whether your position is going to be a good match for this person.

3) What was your thought process in moving from job X to job Y? What was attractive in switching jobs? You will likely hear good insight into why the person left one job for another.  Verify that the reasoning matches the information on the application if applicable. Don't probe if they offered personal reasons (i.e. a leave of absence). Their answer will provide more insight into what they are looking for in their career.

4) Which equipment do you feel most skilled on? Jobs may require the ability to run various equipment and machinery.  Asking which the applicant feels most skilled provides insight into skill level.

5) What is your level of competency (in using a specific machine or equipment)? How have you gained that competency? Objective subject tests can assess competency better than an interview question, so you may want to follow up with a test.

6) What machinery or equipment are you considered to be an expert in operating? This question should provide an assessment of the applicant's reputation as an internal expert.  Having internal expertise is a confidence builder and will indicate pride and motivation levels as well as expertise. Conducting an objective piece-of-the job test may be a better way to determine skill level, but this question is good to ask to get the applicant's perspective.

7) Tell me about a time when there was a sudden emergency or accident at your workplace. How did you and the team respond? Look for awareness of appropriate safety procedures in the interviewee's example. Did they respond calmly, following safety protocols in responding to an accident or injury? If they have never experienced or observed an accident or emergency, ask them to tell you about what they know about proper response procedures.

8) In every job, safety is important. What have you done to ensure that you work in a safe manner? All jobs require an attention to safety.  Physical jobs require a conscious approach to working in a safe manner.  Even  desk jobs require an attention to ergonomic norms, breaks, and stretching. Asking about the safe operation of equipment and tools will reveal if they have a high enough level of awareness about the importance of safety.

9) What training have you received in this specific program (machinery, software, equipment, manufacturing process, etc.)? Look for pertinent details that will be useful on the job. Look for the steps the applicant took to acquire the skills and how they stayed up to date in that area.

10) Could you tell me about how you went about learning a new technical skill? This question will tell you how quickly the applicant can get up to speed.  No one comes to a job with all the required skills,  but hiring a person that has shown an ability to learn quickly will make your job easier. Probe for specific examples of what they did not get up to speed in a past job.  available through his or her company.

11) What example can you provide that demonstrates determination to achieve a goal or outcome at work? Determination is a commitment to a work goal, customer’s satisfaction, or other outcome.  It requires follow thorough and a fierce commitment to achieving an outcome, regardless of the challenges that arise.  Look for a good example that reveals overcoming obstacles to achieve a goal.

12) What are your personal values at work and how have you demonstrated those values? This question asks the applicant to think about their own guiding principles and should provide some insight into whether they will be a good fit for the job.

13) Would you say that you have an eye for safety? Please give me an example of a time when you pointed out a safety concern and tell me how the situation was resolved. Sometimes, we are able to notice mistakes and flaws before other people – but, when this becomes consistent, it becomes something that should be appreciated. Is the interviewee naturally observant, and if so, do they take the initiative to let people know when there may be a mistake?

14) Tell me about a time when you had to earn someone's cooperation on a project. What did you do? In some cases, cooperation isn't something that's freely given, it has to be earned. Learning how people prove their loyalty and ability to cooperate with others ca be very important when learning about the interviewee's personality. How did the interviewee earn someone's cooperation – how did they prove themselves to that person, negotiate, etc.

15) Could you tell me about a time when someone was less than helpful. How did you proceed? This question will reveal what the applicant values in terms of being supportive others. Assess how the applicant reacted when others were less than helpful.

16) What would your co-workers say about your dependability? Give an example of how you have demonstrated dependability. Asking for a co-worker's opinion gets the applicant to self-assess. Look for actual examples of how they fulfilled a task or project and demonstrated dependability.

17) In a past job, what was your role on the team and how did you contribute to the team's success? Look for examples of offering support, taking on additional tasks, going above and beyond. Consider how much credit the applicant takes and whether they credit the team for results.

18) What have you found to be most important when collaborating with a team? Give me an example of how you exemplified these ideas. Applicants should give you a good example of how they worked in a team setting.  Did they forcefully take control, or did they allow others to take the lead? Their experience will tell you about their inclination to lead or be led.

Points to Wrap Up:

• What questions do you have for me?

• Next steps…

• Thank you for your time. We appreciate it very much.