**Education**

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) How does the coursework you studied in college or high school relate to your career goals? Some courses are more work-related than others. This is true of high school and college curriculum.  If the person has a broad liberal arts or general education background they still had to write, synthesize information, conduct research, and manage projects, or maybe even study drafting or metal shop. In any case, whatever purposeful course selections they made can tell you about their interests and aspirations.

2) Who was your favorite teacher or professor and why? Throughout our careers in both high school and college, we have teachers who inspire us to pursue a certain subject or career - or, sometimes, even to be a better person.  This question should reveal the type of teacher or instructor who the candidate found motivational. Probe for examples of how the applicant liked to be taught and managed as a student.

3) What are some ways you went about learning about a certain topic? Look for an inquisitive nature to explore various topics. How deep did they go to fully understand the issue? Did they take a class, read a book, or really delve into the topic by conducting research, going to a conference or on a trip, or other investment in time and effort?

4) Could you give me an example of when you had to learn something quickly? How did you obtain that skill or knowledge? A motivated person will make continuous learning a priority.  They will research, take a course, read a book, shadow an expert, or do whatever is required to learn the new system. Ask for specific steps the applicant took on their own or at the request of management to ramp up their knowledge and skills.

5) What has been the most rewarding project working with your community? If community involvement is important, the applicant should have no problem coming up with a good example.  The example will demonstrate what is most important to the applicant.  What about their involvement was rewarding?  Look for clues about individual values.

6) Could you tell me about how you have contributed to your community? Look for ways the applicant has contributed to their community, by volunteering with a group, or helping individuals.

7) Who was the most generous person you ever worked with and what did they do to demonstrate generosity? Generosity can be demonstrated in terms of time, energy, and support.  The applicant should have a good example of how someone's generosity contributed to their success and hopefully they learned to "pay that forward" and support others.

8) Could you give me an example of a work project you weren't passionate about? What did you do to complete the project? Not every project can spark a worker's passion, but they should follow through with it anyway, or find ways to make either a challenging or dull project more interesting. Asking about the project itself will help the interviewer to understand what things the interviewee finds difficult to work on, while their response to the situation will show whether they are dedicated enough to follow through, even if it was difficult for them.

9) Could you tell me about a time when you inspired passion for a project in your colleagues that they may not have been excited for or interested in earlier? What was the result? There will, unfortunately, always be projects that are less interesting than others. What matters is how someone works to convince others of its potential and inspires others to be passionate about it, perhaps by seeing different angles (for example, recognizing a potential no one else can, or seeing how practical or useful it can be). Is the interviewee able to inspire passion and enthusiasm in their co-workers?

10) Could you give me an example of how you used humor at work? Enjoyment of the job is important, but jokes can sometimes be a downward spiral.  Practical jokes are not professional, nor are jokes made at someone  else's expense (or unlawful if based on race, sex, religion, or other protected category). If you ask this question, be prepared for a variety of examples of attempts to have fun at work, without the risk of over doing humor.

11) Was there ever a time that you had to work with someone that refused to cooperate with you? How did you resolve the situation? Sometimes, there are people who don't want to work with others regardless of what project it is or its difficulty. What matters is how the interviewee tried to resolve those issues. Did they attempt to negotiate with that person, or did they disregard them and proceed to work on the project without them?

12) When working on a project, what is one way you spark your creativity? Sometimes, we run out of ideas when working on a project. Learning how the interviewee has initiated a creative endeavor can you tell the interviewer a lot about their work methods and style. For example, do they take time to reflect on the project, or do they work on other things in the hope the inspiration may lie elsewhere? How have they overcome creative road blocks?

13) Could you give me an example of a creative project that you are proud of? Depending on the level of creativity required of the job, look for energy and excitement about generating innovative ideas. Hopefully the applicant will not just focus on the idea, but will explain the outcome.  You may request that the applicant bring along examples of "creative" projects if appropriate.

14) Tell me about a time when you wanted to learn more about something. What was it you wanted to know more about, and what did you think was interesting about it? Almost everything has something they want to learn more about. Understanding the interviewee's inspiration will help the interviewer learn about the interviewee's dedication and interests. Important notes:

Points to Wrap Up:

• What questions do you have for me?

• Next steps…

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