

Type of Question	Sample Questions	Things to Look For	Feedback	Rating (1 -5)
Key Background Details	<ul style="list-style-type: none"> • Tell me about yourself • Why do you want to pursue a career in...? • What interests you in working for our organization? • Why did you decide to pursue ... position? • What are your greatest strengths? Weaknesses? 	<ul style="list-style-type: none"> • Can they articulate how they'll be of value to the company? 		
Problem Solving	<ul style="list-style-type: none"> • Tell me about a time when you developed a new/creative approach to a problem. • Describe a situation where you identified and solved a complex/difficult problem. What steps did you take? • Tell me about a time when you faced an insurmountable challenge and how you overcame it. • Describe a situation where you had to make an important decision without any additional help. 	<ul style="list-style-type: none"> • Able to adapt to change • Generates new ideas, concepts, and approaches that are deliberate and of help • Identifies ways to improve • Can demonstrate rational thought process in approaching problems 		
Teamwork & Cooperation	<ul style="list-style-type: none"> • Tell me about a time when you had to handle a conflict. • Tell me about a time when you led a group/team project and what your group accomplished. • Talk about a time when you worked with a group and had to go in a direction other than what you wanted. • Please describe a time that you convinced a team that you lead that your solution was better than theirs 	<ul style="list-style-type: none"> • Subordinates personal goals to that of the team • Shows respect and appreciation for others' ideas • Works cooperatively • Can handle conflict in a professional manner 		
Communication	<ul style="list-style-type: none"> • Tell me about a time when you had to present a proposal to a supervisor and were successful. • Tell me about a situation where you had to be persuasive and sell your idea to someone else. 	<ul style="list-style-type: none"> • Seeks to understand • Communicates concepts and ideas simply and clearly • Presents with confidence 		
Technical Knowledge	<ul style="list-style-type: none"> • Give me an example of when you applied your engineering skills to solve a problem. • How does your past experience relate to this position? What skills can be brought over? • Have them walk you through a project from their resume 	<ul style="list-style-type: none"> • Do they have a strong enough technical foundation to do the tasks and projects required of them? 		
Wrap Up	<ul style="list-style-type: none"> • Is there any additional information that you would like to share regarding your application? • We have many qualified applicants for this job – why should we hire you? • Do you have any questions for me? 	<ul style="list-style-type: none"> • Are they consistent with how they articulate their value to the company? 		

Communication – can they convey information and ideas in a coherent, clear manner?

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			Mechanics – appropriate grammar and vocabulary
			Organization – clear and brief
			Delivery – rate, volume, gestures, eye contact
			Active Listening
			Questions – asked clear and concise questions
Notes:			

Impact – do they have the attention, respect, and skills to function well as a professional with our organization?

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			Sincere/Believable
			Displayed confidence and composure
			Dresses appropriately
			Appropriate level of energy and enthusiasm
Notes:			