

Pre Panel Interview Questionnaire

1. This position involves shift work. An employee could be assigned to any one of four shifts. In addition you may be required to work overtime and must be available for emergency call-in overtime. You will work a high percentage of holidays and weekends. Can you meet these requirements?
2. Describe the pros and cons of a Telecommunicator.
3. What type of person do you think would make a good Telecommunicator?
4. What was your current or last employer's attendance policy?
5. How many days were you absent last year and the year before?
6. Are you usually early for work, right on time, or just a few minutes late?
7. Was communication and interaction with others important in your current previous position?
8. How did communication affect your daily work day?
9. If I were to ask your coworkers about your teamwork abilities what would they tell me?

10. How would you describe your people skills?

11. Tell me about the last time you felt angry on the job.
 - a) What caused it?

 - b) How did you handle it?

12. Were you required to work under deadlines or specific time constraints in your current or previous positions?
 - a) What kind of deadlines?

 - b) How did you feel about working under this pressure?

 - c) Would you describe this as one of the most challenging aspects of the job?

13. In your current or previous position were you required to do more than one thing at a time or were you able to concentrate on one task and then go on to something else?

14. How would you describe your multi-tasking ability?

15. Does it upset you to disagree with others?
 - a) Why, or why not?

 - b) How do you handle disagreements?

c) Give me a specific example to illustrate this behavior.

16. How do you feel a telecommunicator should deal with the public?

17. How do you feel a telecommunicator should deal with their coworkers?

18. How do you feel a telecommunicator should deal with their supervisors?

19. What qualities do you most respect in yourself?

20. What qualities do you most respect in others?

21. Give me an example of a time when you had to go above and beyond the call of duty in order to get a job done.

22. Other than money, what rewards, benefits, or work situations are the most important to you?

23. What are your own objectives in regard to this position?

