Building Services Supervisor Interview Questions

1. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
2. Provide an experience in which you planned and prepared employee work schedules.
3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
4. Tell me about a recent experience you've had working with your hands.
5. Tell me how you organize, plan, and prioritize your work.
6. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?
7. How do you stay fit in order to perform physical activities that are required in the workplace?
8. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
9. Share an experience in which you helped stop the spread of an infection in a facility.
10. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
11. Provide an example when your ethics were tested.
12. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
13. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
14. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges

and results?
15. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.
16. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
17. Name a time when your patience was tested. How did you keep your emotions in check?
18. Share an experience in which your willingness to lead or offer an opinion helped your company.
19. Provide an effective method you have used to ensure that work meets specifications and standards.
20. Share an experience in which coordinating activities with other departments helped you to ensure that services were provided in a timely manner.
21. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?
22. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
23. Provide a time when you dealt calmly and effectively with a high-stress situation.
24. 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.)
25. Share an effective method you have used to confer with staff in resolving problems.
26. Describe your experience performing and assisting with cleaning duties.
27. 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.)
28. Share an effective method you have used to determine the type of work required in facilities.
29. What is the state of your reports and records? Name one thing you would like to improve.
30. Provide an experience in which you resolved a difficult customer complaint.