Materials Planner Interview Questions

1. Share an experience when you applied new technology or information in your job. How did it help your company?
2. 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?
3. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
4. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
5. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
6. Share an experience you had in dealing with a difficult person and how you handled the situation.
7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
8. Tell me how you organize, plan, and prioritize your work.
9. Give me an example of when you thought outside of the box. How did it help your employer?
10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
11. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
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. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
16. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
17. 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.
18. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
19. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
20. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
21. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
22. Please share an experience in which you presented to a group. What was the situation and how did it go?
23. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?
24. 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?

25. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
26. Share an experience in which your willingness to lead or offer an opinion helped your company.
27. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
28. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?
29. 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.)
30. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)
31. Name a time when your patience was tested. How did you keep your emotions in check?
32. What is the key to a successful budget?
33. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)
34. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
35. Provide an example when your ethics were tested.
36. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
37. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?

(Make sure the candidate is flexible.)
38. Share an experience in which you successfully directed or coordinated production, processing, distribution, or marketing activities of industrial organizations. What made you successful?
39. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
40. Provide an experience in which you successfully made the schedule for a difficult production order, staffing situation or inventory requirement.
41. Name a time when your creativity or alternative thinking solved a problem in your workplace.
42. Provide a time when you dealt calmly and effectively with a high-stress situation.
43. 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.)
44. Share an experience in which your review of operations and communication with staff helped resolve a problem in production or processing.
45. What is the most challenging part of budgeting for you?
46. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
47. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment?
48. Share an experience in which you successfully dealt with staff in training, evaluating, or resolving grievances.
49. Describe a production tracking or quality control system you implemented and/or developed to analyze reports and/or detect production problems.

50. Provide an example of when you were persistent in the face of obstacles.
51. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
52. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
53. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
54. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
55. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)
56. Provide an example of a time when you set and monitored product standards to ensure the products were of prescribed quality.
57. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.
58. Share an experience in which you approved expenditures or developed a budget that ensured the most efficient production targets.
59. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
60. Tell me about the last time you maintained reports or records.
61. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

62. Share an experience in which you successfully negotiated with a difficult supplier.
63. Tell me about the last time you recommended procedures for equipment maintenance or modification with good results.
64. Would you consider analyzing data or information a strength? How so?
65. Tell me about the last inventory or cost control programs you initiated or coordinated.
66. Tell me abou the last employee suggestion/involvement program you instituted.
67. Share an experience in which your communication with staff helped you develop an effective product or process.
68. Provide an experience in which your up-to-date knowledge of the quality control field effectively helped your employer.
69. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.
70. Tell me about a recent experience you've had working with your hands.
71. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.
72. Describe an experience in which you successfully controlled the operation of a difficult system. What made you successful?
73. How do you stay fit in order to perform physical activities that are required in the workplace?
74. Describe a time when you successfully provided personal assistance to a coworker or patron.
75. Share an experience in which you've successfully learned how to handle a new piece of equipment?