

Technical/Professional Knowledge and Skills

Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise.

Key Knowledge Areas

- **Possesses relevant knowledge and skills**—Has adequate knowledge and/or skills to perform effectively on the job.
- **Maintains knowledge and skills**—Keeps abreast of knowledge and/or skills required to perform the job effectively.

Questions

1. What technical training have you received? Can you give me an example of how you've applied this training?
2. What experience do you have operating computers (or other office equipment)? How proficient are you?
3. Describe a project, situation, or assignment that challenged your skills as a _____. How did you manage the situation?
4. We've all faced the problem of not being able to handle a new task/responsibility, even though we received the assignment because of our background and training. Tell me about a time when this happened to you.
5. Even though we try to be expert in our area of work, it's impossible to know and understand everything. Tell me about an aspect of your work/technical field you are still trying to master.
6. Describe a time when you successfully demonstrated your technical knowledge. Contrast this with a time when you weren't able to do so. What did you do differently?
7. What training have you received in _____ (process, function, task)? Can you give me an example of how you've used this training?
8. Give me an example of a project you completed that demonstrated your technical expertise in _____.
9. Describe how you've gone about learning a new technical task.
10. Tell me about the most complex technical assignment or project you've worked on. What was your role?
11. What equipment have you been trained to operate? How proficient are you?
12. Give an example of a time when you operated a _____ (computer, machine, etc.).
13. What experience do you have operating machinery (or computers)? What level of proficiency have you achieved?

14. Describe the most difficult maintenance work you've done.
15. What experience do you have using diagnostic equipment and procedures? Give me an example that shows your level of expertise.
16. What experience do you have working with computer hardware (software) components? Give me an example that demonstrates your level of expertise.
17. What is your level of expertise reading schematics? Give me an example that illustrates your proficiency.
18. What is your experience with computer system configurations and networking? Describe the most complex system you've worked with.

Questions for people with little work experience

19. Give me an example of an assignment you worked on that showed your expertise in _____. What did you do?
20. Sometimes complex projects require additional expertise. Describe a situation in which you had to request help on one of your projects or assignments.