

Interview Question – Groundworker

INTERVIEW - POSITION -CANDIDATE:.....

This information on this word document contains guidance on competence base interview question for a Groundworker. We would recommend a use of a scoring scale of 1 to 4, with 1 being the unsatisfactory, 2 being satisfactory, 3 being good and 4 being outstanding.

Pre – Interview Checklist

- Introduce panel
- Confirm candidate’s identity
- Confirm post being interviewed for
- Explain competency based interview structure
- Ask what they know of insert company name
- Explain opportunity for questions for candidate available at the end

PRODUCTIVITY AND WORK ETHIC

- What is more important to you quality or speed?
- Give me an example of your challenges on site?
- If you are introduced to a new material or method of working that you are not familiar with – what actions would you take?

REGULATORY ENVIRONMENT & STANDARDS Actions reflect values and principles that distinguish right from wrong

- Tell me about a time where you were asked to undertake work that you did not feel you had the correct qualifications / qualifications to do so, how did you respond?
- Tell us about the skill set a ground worker must possess to be able to work successfully in the role

HEALTH, SAFETY & ENVIRONMENT Asserts owns ideas and persuades others to gain support and commitment

- What would be taken into consideration would you take when working in an excavation
- What would you consider when mixing or placing concrete
- Have you encountered ground conditions that you had not encountered before? What actions did you take
- What actions would you take if you came across services that hadn’t been previously identified?
- Give an example of a time where health and safety has been comprised? What did you do?
- Tell us about a time when you have had a safety issue in your job? What was it and what was the outcome? Did you learn anything?
- What would you do if a co-worked wasn’t taking the necessary safety precautions?
- How do you stay up to date when it comes to following established safety rules and regulations and maintain a safe and clean environment?
- If there was a piece of safety gear / equipment hindering your movements, what would you do?

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<p>CONSTRUCTION QUALITY PROCESS To seek continuous improvements</p> <ul style="list-style-type: none"> • When working towards drawings & Specifications and you identify an issue – what actions would you take? • What actions would you take should the temperature reach below 2 degrees and you are about to pour concrete?
<p>SITE & PROJECT PLANNING Considers the relative costs and benefits of potential actions to choose the most appropriate ones – Manager Level Only</p> <ul style="list-style-type: none"> • Tell me about a time where by your intervention you enabled a more effective form of work or project plan • What interventions have you approached your foreman of a more effective way of completing a project • Can you give an example of when you have challenged your foreman with an alternative method of working
<p>PEOPLE MANAGEMENT (LEADERSHIP & MANAGEMENT) Motivates, develops, and directs others</p> <ul style="list-style-type: none"> • Tell me about a time when you managed someone with a performance or retention issue. How did you handle the situation? • Give an example of how you had to change or customise your management style to motivate others. How did you know your style wasn't working, and how did you change it? • Describe a decision you made while in a leadership position that was unpopular and how you handled implementing it. How did your team react? • Give me an example of when you showed initiative and took the lead in a professional setting when others were not. How were your actions received by others? • In a management/supervisory or leadership role have you ever had to discipline or counsel an employee or team member? What was the nature of the discipline? What steps did you take? How did that make you feel? How did you prepare yourself? • Describe an instance when you had to extricate yourself from a difficult situation. How did you do so? How did those involved react?
<p>ORGANISATIONAL AWARENESS Understands mission, values, operations, structure, and goals of the organisation</p> <ul style="list-style-type: none"> • How would you describe the mission and values of (insert Company)? Which aspect appeals most to you? Which aspect do you feel is hardest to understand or follow? • Describe the last time you joined a new organisation. How did you acclimatise? What were the most valuable pieces of information you learned? • What are the activities you hope to complete in your first three months in the role to get acclimatised? • Any other job specific questions pertinent to the organisation

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COMMUNICATION Effectively transfers information and expresses ideas to individuals or groups in oral and written form
<ul style="list-style-type: none">• Give me an example of a time you taught new information to an individual or group of people. What approach did you take, and why?• Tell me about your typical e-mail to colleagues or clients/customers. What does it look like? What tone does it take?• Give an example of a time when you were working on a project and had difficulty getting cooperation from a group outside of your team that was vital to the completion of the project. How did you go about requesting the assistance?• Tell me about a time when your active listening skills really paid off for you. Were you able to communicate these details to those who may have missed them?

Post – Interview Checklist

- Invite questions, Request current notice terms
- Explain post interview procedure, Thank candidate for attending