

Interview Question – Quantity Surveyor

INTERVIEW - POSITION -CANDIDATE:.....

This information on this word document contains guidance on competence base interview question for a Quantity Surveyor. 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

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| -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 |

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

- What skills and experience do you have of working as a QS?
- How much experience do you have of working on housebuilding projects?
- What training have you completed as a QS and what qualifications have you obtained?
- Tell me about your understanding of regulations and standards that may affect your role eg CDM / NHBC Standards / Building regulations?

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

- How do you keep your knowledge of building regulations and legal guidelines up to date?
- Tell me about time on when you have been asked to save costs where this may impact Health and Safety? What did you do?

CONSTRUCTION QUALITY PROCESS To seek continuous improvements

- Tell me about a time when you assessed your own performance on each project that you have worked on?
- What methods do you use to prepare time, cost, materials and/or labour estimates?
- Give me an example of where the materials supplied were not up to the standard, what did you do?
- How do you monitor what has been ordered to site, how it has been stored and used?

SITE & PROJECT PLANNING Considers the relative costs and benefits of potential actions to choose the most appropriate ones

- Give me an example of when you had a supplier was promising something which was unachievable? How would you deal with this?
- Tell me about a time where a project has missed its milestones and how you dealt with it?

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- Tell me your understanding of what is involved in running a project?
- If the cost forecast is wrong, how do you resolve the cost problems to meet the project deliverables?
- An important element of the surveying timeline has started to slip. How do you ensure that all requisite milestones are hit, and the project gets back on track?
- Tell me how you organise, plan and prioritise your work?

SUPPLY CHAIN MANAGEMENT Considers and meets internal and external clients', supply chain or customers' needs and expectations

- Tell me a time on when you have dealt with a challenging supplier? How have you managed the situation?
- Tell me about a negotiation that you were happy with. Also tell me about one you were unhappy with? And why?
- What is the most challenging part of budgeting for you?
- Give me an example of the most important stake holders in the supply chain?

PEOPLE MANAGEMENT (LEADERSHIP & MANAGEMENT) Motivates, develops, and directs others

- Please share an example of how you have helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?
- Give me an example of when a member of your team is under performing how would you manage this?
- What are the skills to developing a good team?

ORGANISATIONAL AWARENESS Understands mission, values, operations, structure, and goals of the organisation

- 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 settle in? 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 adapt?
- Any other job specific questions pertinent to the organisation

COMMUNICATION Effectively transfers information and expresses ideas to individuals or groups in oral and written form

- Give me an example of a time you provided 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?

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- 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