



## **Acme Transportation Search: Draft List of e-mail Questions**

Hello, (name). Thank you again for providing your e-mail address. We would like to know a little more about you and your experiences. Please re-mail your answers to the questions below back to (address) by (time) on (day), (date), 2012. Thank you in advance for your time.

### **Position-Specific Experience**

- 1) Tell us about your experiences with *(fill in with desired equipment, or procedures)*. Tell us about a time when you had to learn a new protocol or piece of equipment that was really new or difficult for you. What did you do to learn quickly & accurately? Please provide the name & phone number for a reference that can tell us about your progress.
- 2) Describe your most sophisticated experience streamlining a process or system in the shop that increased efficiency & the shop's ability to meet or beat deadlines. Please also provide a reference for your work in this area.
- 3) Explain in detail what you have done to support other staff members during short-staffed times or when the workload was almost too much. Please give us a staff reference & a supervisor reference.

### **General Leadership Experience**

- 4) Tell us when your best intentions resulted in a public SNAFU. How did you undo the damage? What did you learn? What systems did you put in place so it won't happen again? Please provide a reference for your progress in this area.
- 5) Tell us in detail about your personality. Detail examples when you demonstrated flexibility & openness to change, along with a reference for this situation.
- 6) We would like to know about a recent difficult issue, and your subsequent actions that demonstrated honesty & integrity. Please also provide a reference.