

# PRE-SCREEN QUESTIONS

## Automotive Technician

1. Do you have any current Technician Certifications? Examples include ASE, GM, Ford, Associates Automotive Degree, etc.
2. Do you have 2 plus years experience as an Automotive Technician?
3. Do you have the necessary hand tools needed to efficiently perform the duties of this position?
4. Are there any particular days you are unwilling to work?
5. Are you able to work overtime as needed?
6. Have you ever been discharged or requested to resign from a position?
7. Have you ever plead guilty to, plead no contest to, or been convicted of any crime other than a minor traffic violation? If yes, provide specifics on nature of offense.
8. Do you have a valid driver's license and good driving record?

## General Manager

1. What educational degrees do you have?
2. Do you have 5 plus years experience as a General Manager?
3. Do you have a good working knowledge of automotive repairs?
4. Are there any particular days you are unwilling to work?
5. Are you able to work overtime as needed?
6. Do you have good basic people communication skills? Explain.
7. Do you have good sales skills? Explain.
8. Have you ever been discharged or requested to resign from a position? If yes, explain.
9. Have you ever plead guilty to, plead no contest to, or been convicted of any crime other than a minor traffic violation? If yes, provide specifics on nature of offense.
10. Do you have a valid driver's license and good driving record?

## Service Advisor

1. Do you have a High School diploma or equivalent?
2. Would you describe yourself as a people person?
3. Are there any particular days you are unwilling to work?
4. Are you able to work overtime as needed?
5. Do you have good basic people communication skills? Explain.
6. Do you have good sales skills? Explain.
7. Have you ever been discharged or requested to resign from a position?
8. Have you ever plead guilty to, plead no contest to, or been convicted of any crime other than a minor traffic violation? If yes, provide specifics on nature of offense.
9. Do you have a valid driver's license and good driving record?

## **General Service**

1. Do you have reliable transportation?
2. Do you have competence in the use of necessary hand tools?
3. Are there any particular days you are unwilling to work?
4. Have you ever been discharged or requested to resign from a position?
5. Have you ever plead guilty to, plead no contest to, or been convicted of any crime other than a minor traffic violation? If yes, provide specifics on the nature of the offense.
6. Do you have a valid driver's license and good driving record?
7. Do you have experience working in an automotive shop environment?
8. For employment purposes, will you be able to pass a drug test?
9. Do you have any awards or achievements?

