

Process Worker

This interview guide is intended to be used in conjunction with the Vervoe skills assessment. Where a candidate has scored Low - Medium on a skill, focus on asking more questions from that skill to gain deeper insight into their level of competency.

Assessment Score	HIGH MEDIUM LOW
Assessment Skills	Process worker, Attention to detail, Safety, Technical aptitude

Competency/Skill	Candidate with this will display
Process Worker	<ul style="list-style-type: none"> • Understands very physical nature of the role including standing on feet for long periods of time • Must have minimum physical fitness that enables them to safely be on their feet for 8+ hours, picking up, loading and unloading pallets • Works well within a team but requires little direction • Valid forklift licence is beneficial • Technical aptitude to diagnose faults in machinery
Questions	
	What are the most important skills to have as a Process Worker?
	How do you maintain fitness that will enable you to perform this role without injury?
	What would be your main priority when performing this role?
Comments	

Competency/Skill	Candidate with this will display
Attention to detail	<ul style="list-style-type: none"> • Meticulous attention to detail to ensure orders are packed correctly • Ability to quickly decipher numbers and orders • Comfortable with repetitive tasks • Ensures machines are quality checked
Questions	
	How would you maintain attention to detail with repetitive tasks in this role?
	Describe a time where you have made a mistake in a previous role. How did you rectify this?
	What would you do if you realised a superior made a mistake in their work?
	What quality checks do you have in place for your work?

Comments	

Competency/Skill	Candidate with this will display
Safety	<ul style="list-style-type: none"> • Prioritises health and safety in the warehouse and with every responsibility • Maintains a clean and safe working environment • Reports near misses and incidents • Positive attitude towards safety

Questions	
	Who's responsibility do you think safety is?
	How would you ensure safety is maintained in this role?
	Provide an example of a safety procedure you have followed in the past.
	What safety issues would you encounter in this position? How would you mitigate the risks of these?

Comments	

Competency/Skill	Candidate with this will display
Technical Aptitude	<ul style="list-style-type: none"> • Technically minded to work with a range of machines • Ability to diagnose and fix problems when machines break down • Fast learner with new machines

Questions	
	What machines are you familiar working with and diagnosing faults?
	Describe the most complex problem you have fixed with a machine before.
	How do you keep up to date with new machines and/or industry knowledge?

Comments	