



**YOUR  
FUTURE  
IS BUILT  
HERE**

**PREPARE FOR  
A SUCCESSFUL  
INTERVIEW  
A CANDIDATE'S GUIDE**

# Congratulations on your upcoming interview at Boeing!

Across all roles and locations, Boeing employees are contributing to products, services and technologies that will change the course of history.

You're encouraged to read this guide to learn more about the Boeing interview process, and how you can prepare to share your skills, education and personal experiences to your best advantage.

## Accommodations

Should you need any accommodations for your interview, please notify your Talent Acquisition Advisor or the hiring manager.

## What to expect during your interview

During your interviews, you will meet with an **interview team or panel** of 2 to 4 Boeing employees or partners. Your interview panels may include a subject matter expert, a hiring leader or a customer.

You'll be asked a series of interview **questions that relate to the role to which you applied** or you may have the **opportunity to demonstrate technical skills** relevant to the role. These questions and demonstrations are an opportunity to help us know you better and understand your background and experience.

During the interview, you will have time to **ask questions** and you are encouraged to do so. As we learn more about you, we want you to know more about us, too.

**!** Please do not bring in work samples if they contain proprietary or confidential information.

## What to expect during your interview (*continued*)

You may be asked to participate in **multiple interviews**, this provides more opportunity to showcase your qualifications and skills. It is also a chance to better understand how you could be a great asset to our company and to see if Boeing is a good match for you.

***You may have an opportunity to demonstrate your skills using case studies, coding challenges, presentations and other skills demonstrations.***

Your Talent Acquisition Advisor will **advise you prior to your interview** if any of these components will be present during the interview and will provide further instructions and guidance.

## During the interview, you may be asked questions to better understand your past experience and skills

For example, rather than asking you to speculate, the interview questions will focus on your experiences:

- *“Tell me about a time when ...”*
- *“Give me an example of ...”*
- *“Have you ever ...”*
- *“Was there an instance where you’ve had to ...”*
- *“Describe your experience with...”*

In addition, you may be asked a **direct knowledge question** about your skills, such as “there are many project management software programs. Which do you like and why?”

# Answer questions like a **STAR**

During the interview, we'll want to know what you've done, but we'll also want to know **how you did it**.

Think through your experience and identify successes that map to the role you are applying for, and be prepared to talk about those situations.

The STAR format helps you organize your examples so you can stay focused and describe your experiences to the best advantage.

When developing your talking points, use the STAR format:

- **Situation.** Describe a challenge or situation you experienced.
- **Task.** What did you need to achieve?
- **Action.** What steps did you take to complete your task?
- **Results.** What was the outcome?

# Use the STAR method to organize your response in a way your interviewer can easily follow

**Question:**  
*“Tell me about a time you were overly tasked. How did you manage your time?”*

## Situation

At my last job, there was one really hectic month when half the office was on vacation. I had a big client deadline to meet, and because of the staff shortage, my manager assigned me additional work.

## Task

It was clear that if I was going to keep us on track and meet client expectations, I had to prioritize the work.

## Action

First, I listed out all the work that had to be done. Then I identified which tasks were dependent on another – those took highest priority. I was then able to identify other tasks that were not as important, so they moved lower on my list. To make time, I rescheduled meetings related to the lower-priority projects. I managed to finish the most important tasks, and even had time to get the less-critical ones done.

## Results

None of our projects were delayed! From the experience I learned how important it is to prioritize, so I have a clear path through my day and know what must be done now and what can wait for another day.

# Skill demonstrations provide an opportunity to showcase your skills

During a skills demonstration, you may be asked to perform a specific job-related task to demonstrate that you have the skills required for the position. For example, you may be asked to manipulate or format an Excel spreadsheet if that is important to the job. Skills demonstrations, include (but are not limited to):

## Case Study

A hypothetical job-related problem is presented along with supporting data and information. You may be asked to analyze the problem, draw conclusions and make recommendations.

## Presentation

During a presentation demonstration, you may be asked to create and deliver a presentation to the interviewers who represent a specific audience.

## Coding Challenge

For positions requiring knowledge in computer coding, you may be asked to demonstrate your skills using a “virtual playground” or “whiteboard”, specifically designed for this purpose.

Your Talent Acquisition Advisor will provide advance notice and guidance if any of these components will be present during your interview.

**Boeing's products and services span every facet of aerospace technology—from hypersonics to satellites, solar cells to biofuels, composite airplanes to unmanned vehicles**

We encourage you to [learn how we've been driving innovation for more than 100 years](#) and invite you to understand [what guides us](#), including our values, global community engagement, commitment to diversity and inclusion, and the environment.

During your interview, ask us questions—be curious and be your authentic self.

We believe that inclusion makes us better. When we have team members with diverse backgrounds, experiences and perspectives working together, it can only make us stronger and more innovative.

# Your interview is an opportunity to shine and show your best self

Before and during your interview, **keep these tips in mind**:

- Consider the first impression you would like to make and dress accordingly.
- Confirm with your Talent Acquisition Advisor if there are any additional components of the interview, such as presenting a case study or completing a coding challenge.
- Know the exact time and location of your interview and plan to arrive early. Give yourself time to get there, park and settle in.
- Respond to interview questions **like a STAR**.
- Ask for clarification if you don't understand a question; if an example was used that you don't understand, ask for a different example/scenario.
- Use experiences outside of work, such as school or volunteer committees, if those experiences are relevant to the question.
- Be thorough in your responses, while being concise in your wording.
- Before you leave, ask about the next steps in your process.

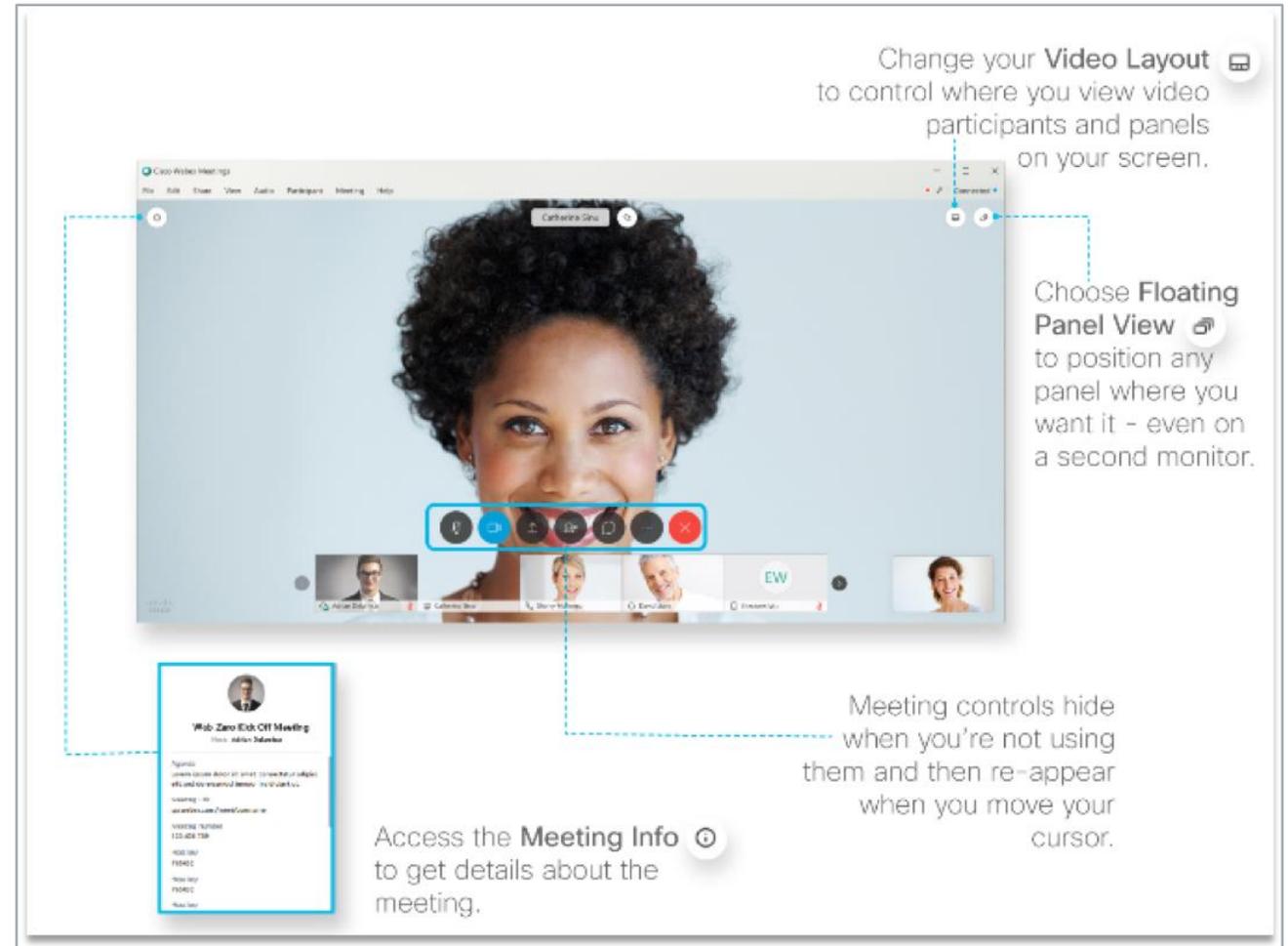
# Virtual interviews

As an alternative to an in-person interview, you may be invited to participate in an interview using your computer and WebEx, our video conference platform.

Your Talent Acquisition Advisor will send you a WebEx invitation with instructions on how to join the virtual meeting.

The WebEx user interface is easy to navigate; simply follow the system prompts or the following steps.

Be sure to allow a little extra time before your scheduled interview to allow for troubleshooting or any issues.

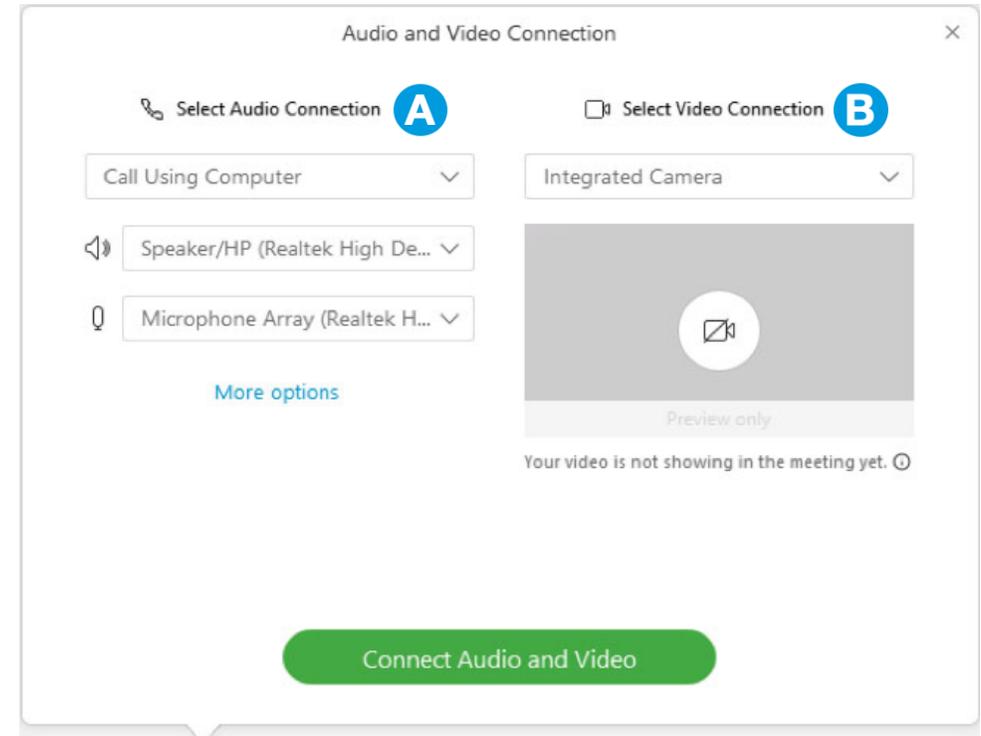


# Using the WebEx platform

1. Select “Join Meeting” and enter the password in your meeting invitation, if prompted.
2. Select “Connect your Audio and Video Connection.”

Once you select “**Join the Meeting**,” you’ll get a pop-up dialogue box for “**Audio and Video Connection**.”

- To connect audio, select your preference from the drop-down menu under “**Select Audio Connection.**” **A**
- To connect video, select your preference from the drop-down menu under “**Select Video Connection.**” **B**
  - If you do not select video at the start of the meeting, you can begin sharing video at any time by selecting the  icon from the bottom of the screen.



During a meeting, you can select  Mute and Unmute  to turn your audio on or off.

If you close the “Audio and Video Connection” dialog box before choosing your connections, you can reopen it by selecting the  icon on the bottom of the screen.

In general, you should prepare for a virtual interview the same way you would if you were meeting in person. However, there are a few **virtual do's and don'ts** you should also consider.

Before and during your virtual interview:

- Make sure your location has a good Internet connection and conduct a test run with your computer to ensure the technology works as expected.
- Pick the perfect spot—aim for a space with the light source facing you; check the wall that will appear behind you to ensure no confidential or private information will appear on camera.
- Remove distractions that are within your control, e.g., put your phone on silent and exit out of applications not in use.
- Dress as you would for an in-person interview.
- Don't talk too loudly or too softly into the microphone. Feel free to ask the interviewers if they can hear you well or if you need to raise or lower your voice.
- Don't talk too quickly, if you think the panel may have a question, take a small pause.
- Don't position yourself too far or too close to the camera. Use the preview box on WebEx to see how the interviewers can see you.

## Don't forget

Your interview is a two-way experience. It's not only a chance for us to get to know **you**, but an opportunity for you to know **us**.

Be curious and be your authentic self. We're excited to know you!

