INTERVIEW PREPARATION GUIDE
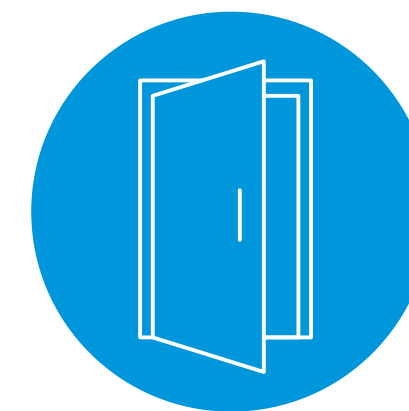
Use the navigation links below to move through this document.

Congratulations, you have an interview at Boeing!

Across all roles and locations, our employees contribute to products, services and technologies that will change the course of history. Please read this guide to learn more about our interview process and how you can prepare to best share your skills, education and personal experiences.

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

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Interviewers

During your interviews, you'll meet with an **interview team or panel** of two to four people. These will be Boeing employees or partners and may also include a subject matter expert, a hiring leader or a customer.

Interview setup

We'll ask you a series of **questions that relate to the role** or you may have the **opportunity to demonstrate relevant technical skills.** These help us know you better and understand your background and your experience.

You will also have time to **ask us questions** and we encourage it. As we learn more about you, we want you to know more about us, too.

You may participate in **multiple interviews** to showcase your qualifications and skills. These help us better understand how you could be a great asset to our company and to see if Boeing is a good match.

Demonstrating your skills

We may ask you 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 will be present during the interview and will provide further instructions.
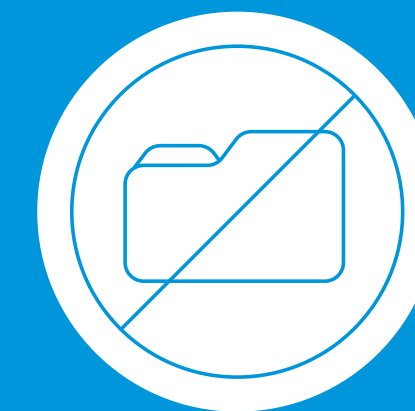
Don't share confidential info

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

What to expect during your interview
(Continued)

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Talking about your experience

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?"
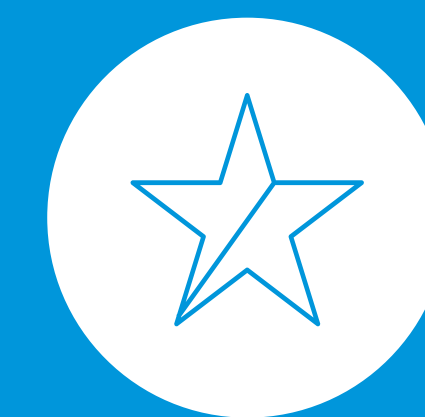
Want more tips on answering questions?

Check out the **Answer questions like a STAR** section of this document. We detail how you can better answer interview questions.

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Answer questions like a STAR

We'll ask you interview questions to find out what you've done, but we'll also want to know how you did it. Answering questions like a STAR can help that.

When developing your talking points, think like a STAR:

- **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?

Start by thinking through your experiences and identifying successes that map to the role you're applying for. 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.
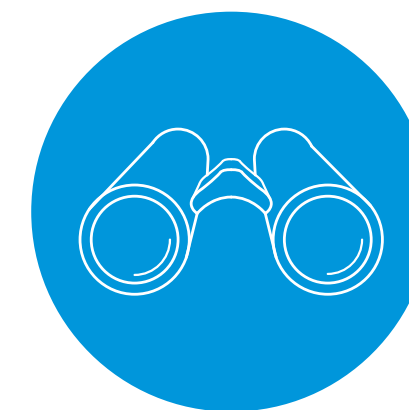
Plan ahead

Before your interview, think about topics that you could use the STAR format to answer. They'll help you answer every question more completely.

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STAR example

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.

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Skill demonstrations are a chance to showcase your expertise

We may ask you 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 Studies – 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.

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

Coding Challenges – 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 let you know ahead of time if any of these demonstrations will happen.

Ask about us

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Our products and services span every facet of aerospace technology — from hypersonics to satellites, solar cells to biofuels, composite airplanes to unmanned vehicles.

Take some time to learn how we've driven innovation for more than 100 years. **Explore our history** and learn about **what guides us**, including our values, global community engagement, commitment to diversity and inclusion, and the environment.
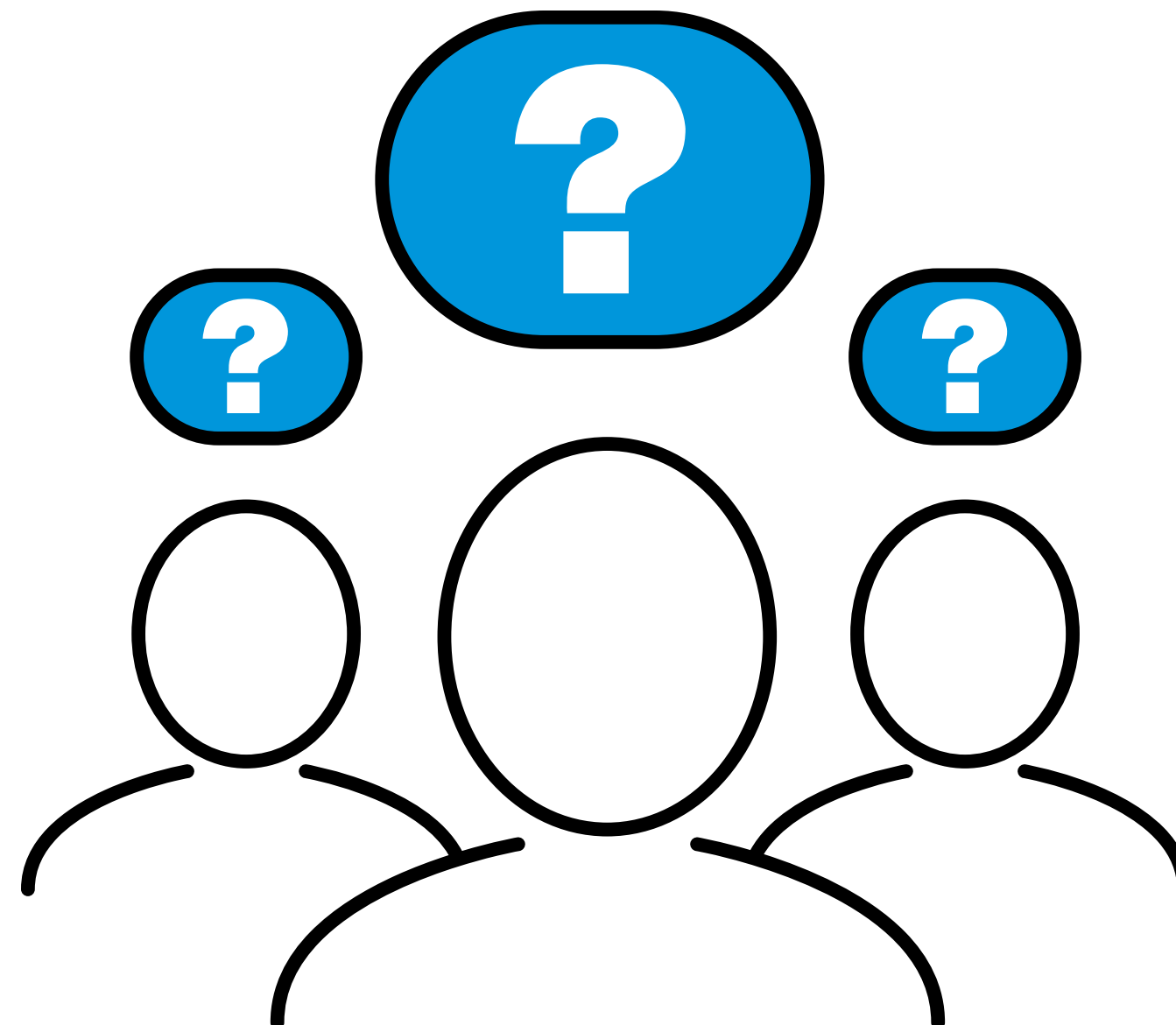
Be yourself

During your interview, be curious and ask us questions. 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.

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Your interview tips

Your interview is an opportunity to shine and show us your best self. Before and during your interview, **keep these tips in mind:**

- **First impressions are everything.** Think about the first impression you would like to make and dress accordingly.

- **Plan ahead and prepare.** 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.

- **Get the date, time and location right.** Know the exact time and location of your interview and plan to arrive early. Give yourself time to get there, park and settle in.

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Your interview tips
(Continued)

- **Make sure you hear and understand the questions.** Feel free to ask for clarification if you don't understand a question. Or, if an example was used that you don't understand, ask for a different example/scenario.

- **Remember to be a STAR.** Respond to interview questions **using the STAR format.**

- **Think beyond your work experience.** Use experience and knowledge that you've gained outside of work, such as school or volunteer committees, if those experiences are relevant to the question.

- **Be complete, but don't go overboard.** When answering questions, make sure to be thorough in your responses, while being concise in your wording.

- **Ask us what happens next.** Before you leave the interview, ask about the next steps in your process.
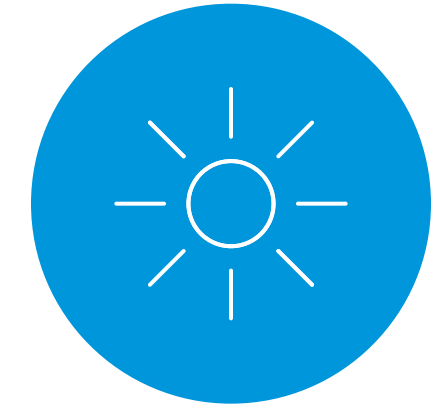
Your time to shine

Make sure to be well rested and fed before your interview.

Practice, prepare and be ready

You have many chances to do run-throughs to get ready for your interview. Use that time to your advantage.

![Boeing logo]

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How we conduct virtual interviews

These days, more and more companies are conducting virtual interviews.
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 Webex user interface is easy to navigate. Follow the system prompts or the **steps on the next page.**

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

VIDEO LAYOUT
Changes where you view video participants on your screen.
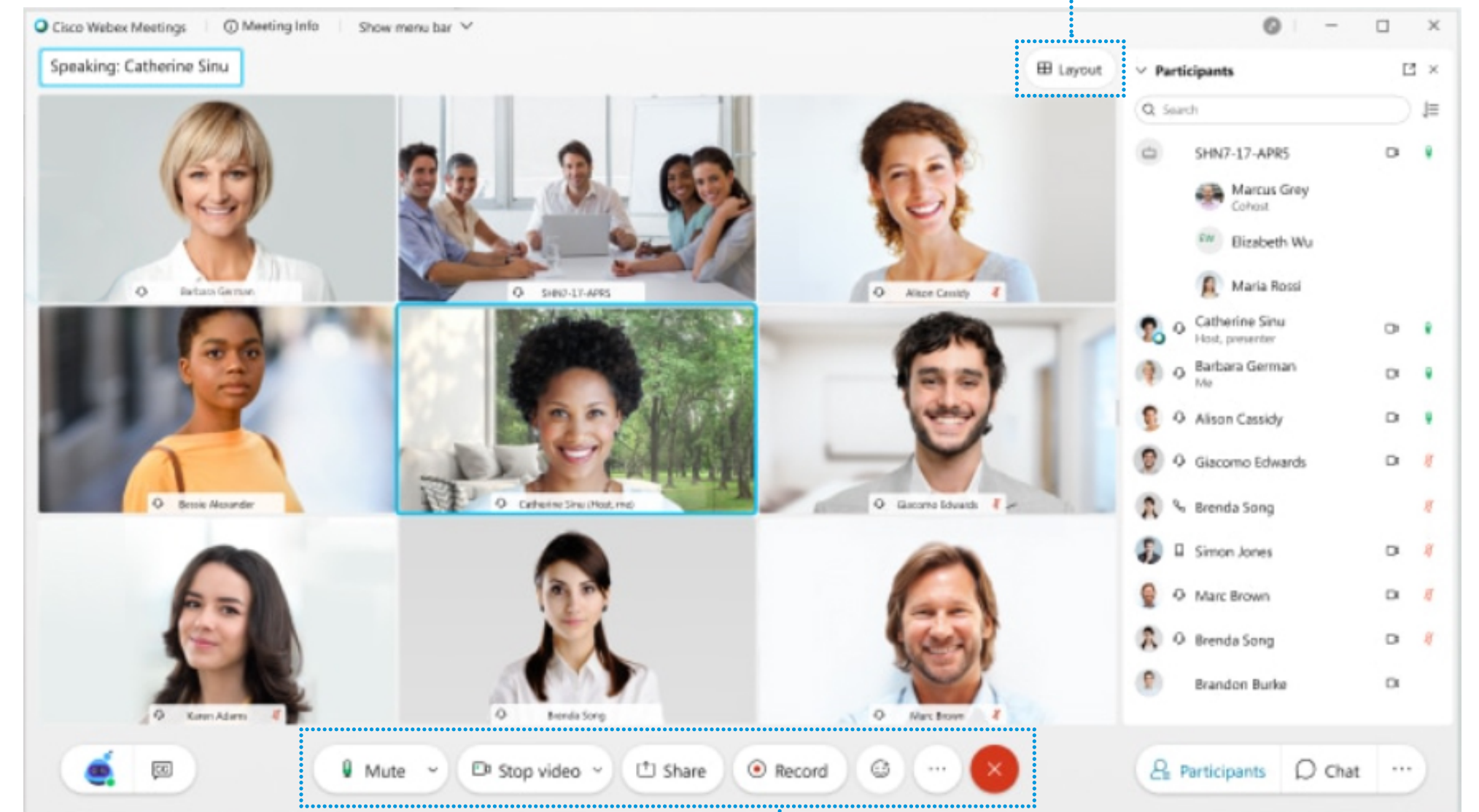
MEETING CONTROLS
Audio and video controls for the meeting.

Using the Webex platform

1. Click **Join** in your email invite.

2. If this is the first time you're joining a Webex meeting, Webex automatically downloads the app.

   • If you don't want to install anything, click **Join from your browser**.
   • Click the installer file to install the app.
   • If the automatic download didn't work, click **Download the app again**.

3. Enter your name and email address and click **Next**.

4. If asked for a password, enter it and click **Next**.

5. In the preview window, make sure your audio and video sound and look good.

6. Click **Join Meeting**.

Audio Connections:

• Use computer audio (default)—Use your computer with a headset or speakers.

• Call me—Enter a phone number and Webex calls you.

• Call in—If you prefer to use your phone for audio, dial in when the meeting starts.

• Click **Mute** or **Unmute** to turn your microphone off or on.

Video Connections:

• Click **Stop video** or **Start video** to turn your video off or on.

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Virtual interview do's and don'ts

You should prepare for a virtual interview the same as an in-person interview. However, there are a few **virtual do's and don'ts** you should also consider.

Before and during your virtual interview:

- **Check your connection.** Make sure your location has a good Internet connection and conduct a test run with your computer to ensure the technology works as expected.

- **Don't forget to dress accordingly.** Dress as you would for an in-person interview.

- **Check your volume.** 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.

- **Take your time.** During your interview, don't talk too quickly. If you think the panel may have a question, take a small pause.

- **Pick the right distance.** 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.

- **Be aware of your surroundings.** Check the wall behind you to ensure no confidential or private information will appear on camera.

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Virtual interview do's and don'ts
(Continued)

Sound and lighting are everything

Since you'll be speaking on camera and through a microphone, it's important to have the best sound and lighting possible.

- **Remove distractions that are within your control.** Find a quiet spot that's free of background noise. Pets or visitors could easily distract your interview. Also, put your phone on silent, and close the window if it's noisy outside.

- **Find the perfect spot.** You want to choose a space with a good light source facing you. If the light source is behind you, you'll appear as a silhouette on the camera. Try a few different places before the interview to find the best spot.