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Best Practices for Interviews – Part 2 (Questions & Answers)

2024 PEPS Conference

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Agenda



Set-up

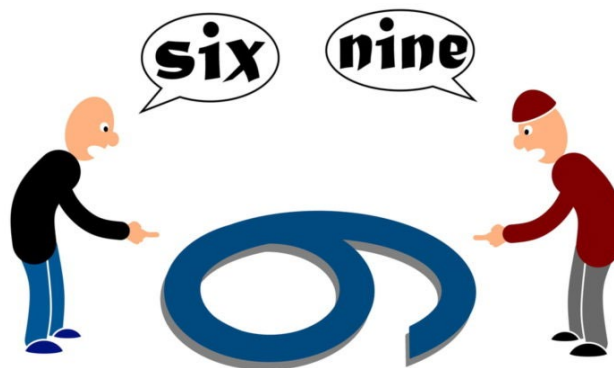
Facilitation

Presentation

Questions?

Goal of this presentation

- Provide Perspectives
- Improve Expectations
- Consistency
- Best Qualified



Set-Up

Set-up

Interview Contract Guide (ICG)

1. Location
2. Interview Schedule
3. Interview Structure
4. Interview Evaluation Criteria
5. Presentation Content
6. Interview Attendees

Set-up

Interview Structure

- Duration

21

Interview Structure	Time Allocation (In Minutes)
TxDOT Introductions/Instructions	4
Provider Presentation	30
CST Break	15
Follow-up Question and Answer (Q&A) Session	30
TxDOT Concluding Remarks	1
Total Interview Time:	80

Facilitation

Facilitation

CST Break

- Queue the follow-up questions
 - Equal complexity and length
 - Consistent with presentation
- Types of follow-up questions
 - Pointed
 - Anybody / Everybody
 - Round Robin



Facilitation

Everything is shut down and put away.

Q&A Instructions

- Distribution of questions
 - Verbally or Written?
 - Write it down and read it back
 - Make sure the questions are understood
 - Explain the question types
 - Provide blank paper (Will be returned following interview)



Facilitation

Q&A Instructions

Important understandings:

- When does the time start?
- Collaboration?
- Can questions be answered in any order?
- Can questions be readdressed?



Presentation

(Questions & Answers)

Presentation

Importance of Collaboration

- Project Manager's Management Skills
 - Time
 - Personnel
 - Leadership



Presentation

Importance of Collaboration

- Teamwork
 - Helping
 - Complimenting
 - Trusting
 - Synergy



Presentation

Answering the Questions

- Understand the types of questions
 - **Pointed Question**
 - Only the person(s) may answer
 - No help from others when answering

Presentation

Answering the Questions

- Understand the types of questions
 - **Anybody / Everybody Question**
 - Exhibit effective collaboration
 - Appropriate use of delegation
 - Stay in your swim lanes

Presentation

Answering the Questions

- Understand the types of questions
 - **Round Robin**
 - Everybody answers
 - Provide unique answers
 - Stay in your swim lane

Presentation

Answering the Questions

- Answer all aspects of the question
 - Break it down if needed
 - Be honest
 - Don't fluff
- Be cognizant of time

Questions?

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