BOEING

INTERVIEW PREPARATION GUIDE

Congratulations, you have an interview at Boeing!

Across all roles and locations, we innovate and collaborate to make the world a better place. Use this guide to learn about our interview process and how you can best prepare.

Accommodations

Should you need an accommodation for your interview, please notify your recruiter or the hiring manager.

**INTERVIEW
PREPARATION GUIDE**

What to expect during your interview

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 recruiter will **advise you prior to your interview** if any of these will be present during the interview and will provide further instructions.
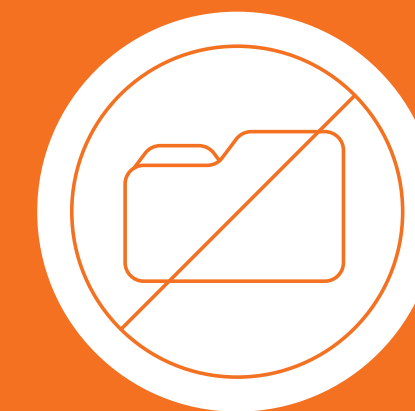
Don't share confidential info
Please do not share work samples if they contain proprietary or confidential information.

BOEING

INTERVIEW PREPARATION GUIDE

What to expect during your interview
(Continued)

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.

**INTERVIEW
PREPARATION GUIDE**

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 you with 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.

BOEING

**INTERVIEW
PREPARATION GUIDE**

STAR example

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.

Question:

"Tell me about a time you were overly tasked. How did you manage your time?"

**INTERVIEW
PREPARATION GUIDE**

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 recruiter will let you know ahead of time if any of these demonstrations will happen.

INTERVIEW PREPARATION GUIDE

Ask about us

Our products and services span every facet of aerospace technology — from hypersonics to satellites, solar cells to biofuels and 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** as we innovate and operate to make the world better.

Be yourself

During your interview, be curious and ask us questions. Be your authentic self. Each member of our global team brings something uniquely valuable to Boeing, and we grow stronger when everyone has an opportunity to contribute.

**INTERVIEW
PREPARATION GUIDE**

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 recruiter if there are any additional components of the interview, such as presenting a case study or completing a coding challenge.

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

INTERVIEW PREPARATION GUIDE

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.

Practice, prepare and be ready

In the days leading up to your interview, be sure to practice and run through different interview question scenarios.

How we conduct virtual interviews

**INTERVIEW
PREPARATION GUIDE**

You may be invited to participate in an interview using your computer and **Microsoft Teams**, our video conference platform.

You will receive a Teams invitation with instructions on how to join. The Teams user interface is easy to navigate. Follow the system prompts or the **steps on the next page.**

Be sure to allow extra time before your scheduled interview to test your connection and troubleshoot any issues.

MEETING CONTROLS
Audio and video controls for the meeting.

BOEING

INTERVIEW PREPARATION GUIDE

11
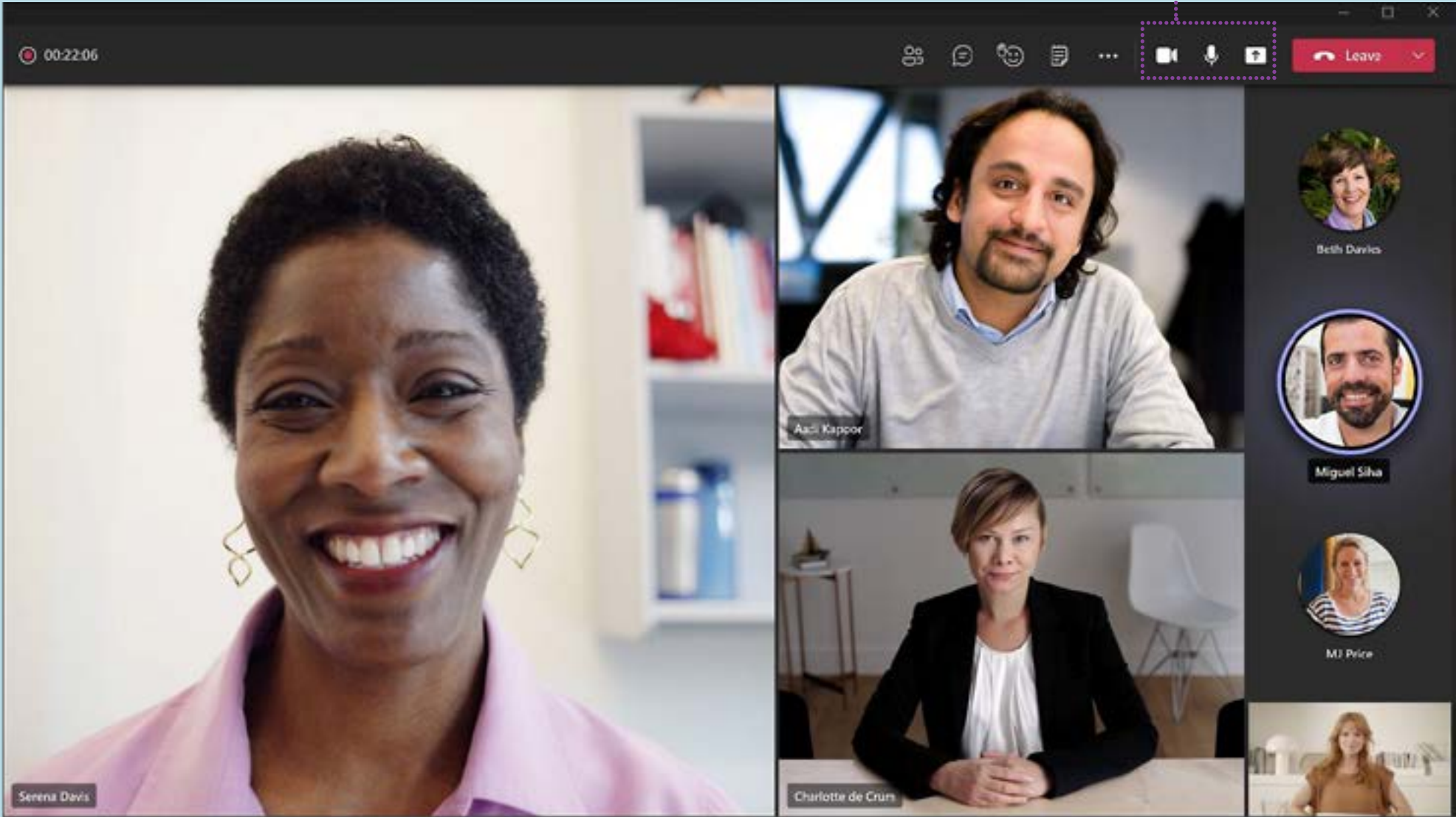
Using the Teams platform

Joining from your invitation

1. Click **"Join the meeting now"** in your email invite.
2. If this is your first time joining a Teams meeting, you'll need to download the app by selecting **"Get Teams"** and follow the prompts to download the app.
3. If you are on a computer and prefer not to install the app, click **"Continue on this browser."**
4. Enter your name.
5. Choose your audio and video settings.
6. Click **"Join now"** to enter the meeting lobby.

Joining from your Teams app

1. From your app home screen, select "**Join a meeting."**
2. Using the information from your calendar invitation:
   - Enter the meeting ID number.
   - Enter the meeting passcode and click **"Join meeting."**
3. Enter your name and then click **"Join now."**

Audio connection

1. If joining from your computer, Teams will default to your computer speaker. We recommend using a headset.
2. Click **"Mute"** to turn off your microphone, or **"Unmute"** to turn it on.

Video connection

1. Click **"Stop video"** to turn off your video or **"Start video"** to turn it on.

For more information on Microsoft Teams or help troubleshooting, visit the **Microsoft Support** page.

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 Teams 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.

**INTERVIEW
PREPARATION GUIDE**

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

Sound and lighting are everything

Since you'll be speaking on camera and through
a speaker or 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.