

Solve:

1. Write 5 questions that you can ask someone you meet for the first time in a professional

- Hello, may I introduce myself? My name is Cosmin Craciun, and I am the new quality process engineer, it is a pleasure to meet you!
- So, you are a process engineer. Which process are you responsible for?
- I would very much like to learn more about the process, would you like to tell me more about it?
- I know that you are busy, but could you inform me when you have the time to show me your process?
- Are there any other processes that I should know about?

2. Describe your weekly work routine. (17 lines /170 words).

As a Quality Process Engineer, I have many responsibilities, one of which is to reduce the scrap rate as much as possible. For that reason, every Monday morning I start to collect the data registered in the previous week, which contains the quantity of parts produced and the quantity of parts scrapped. Based on this information I start to compile a weekly presentation with a pareto diagram which shows the weekly and monthly trend of scrap. Furthermore, I categorize scrap by type of defects showing which process influences the overall percentage of scrap. The most crucial element of the presentation is the action plan that contains corrective actions for each problem that occurred in the previous week. This activity requires all my time and concentration. For this reason, I try to set internal multi-disciplinary meetings anytime between Tuesday and Friday.

On Tuesday I check again the presentation, and after lunch I start the meeting waiting and greeting all management members who participate. I need to moderate the meeting in case someone hangs too much on insignificant details.

Once the meeting is over, I am free to attend to my other responsibilities, discuss improvement plans with each process owner, check all the equipment in the measurement laboratory and see if any of my colleagues need guidance in the measurement process.

In my experience the best result is obtained by interacting face to face with people. Many misunderstandings come from faulty communication, moreover if the communication is done via messages.

3. How do you feel about your job? (8 lines/80 words)

The position of Quality Process Engineer is very versatile, meaning that the job requirements differ from one company to another. For me, this position fit perfectly up to a point. As you may know, different people may have different inclinations; I am an extremely focused and quality-oriented person who works at his own step to get the job done at the best quality level. What I do not like is managing other people. That does not mean I cannot do it perfectly, but without enjoying it.

That is why I decided to change my career and try to work in IT. I`m better prepared for programming different equipment and I enjoy teaching and giving all my knowledge to others, to facilitate their learning process, knowing how important a mentor is for one`s development.