

*PRELIMINARY INTERVIEW QUESTIONNAIRE*

FULL NAME**: Smit P Shah** ADDRESS***:* G-34, Tower 2, Sector 25; RelianceGreens township, Motikhavdi, jamnagar, Gujarat; India.**EMAIL & PHONE NUMBER**: smit11195@gmail.com Mo: +917016830371** POST APPLIED FOR**: Senior Quality Assurance** YEARS OF EXPERIENCE**: 1 year 8 month** PASSPORT NUMBER**: P2165083**

\*TELL US ABOUT YOURSELF:

My Name is Smit Shah. I was born & brought up in Vadodara, Gujarat, India. I did my primary, secondary and higher secondary education in Vadodara. I did my B.E Mechanical from Faculty of Tech & Engg., M S University of Baroda. I got placed in Reliance Industries Ltd. which is world's largest Oil & Gas Refinery complex during our campus placement. Currently i have been working as Plant Maintenance Engineer at Crude Distillation Unit of SEZ refinery.

\*WHY DO YOU WANT TO WORK WITH US?

I am currently working in oil & gas sector and having experience of about 2 years in maintenance department. From my engineering and in my current job I have more interest towards metallurgy and manufacturing. Stelco is one of the very reputed steel manufacturing company and by working as senior quality assurance I will be having more opportunity to utilize, enhance and apply my knowledge and skills, which would enable me to grow in diversified field while fulfilling organizational goals.

\*ASSUMING YOU ARE SELECTED WHAT WOULD BE YOUR STARTEGY FOR THE FIRST 30 DAYS OF RESUMPTION OF DUTIES?

I will try to read the mindset and working style of workers and employees. I will try to understand all applicable standard operating procedures, safety procedures, rules and regulations of the company which are in the scope of my job role or the post that I have been offered. I will study How I'll have to implement procedures and system of the company in the scope of my work. I will also analyze the impact and importance of all the procedures and will study the bottlenecks and troubles in the system and field where there is procedure deviation and will try to get this issues in the focus of management for permanent solution

\*HOW WOULD IMPROVE ON OUR COMPANY SERVICE DELIVERY?

I will analyze the bottlenecks (both technical and non technical) and what is the possible cause of it in the field and scope of whichever the post I have been offered. If I am working as quality assurance then I will try to analyze whether the product that we are delivering is up to the "Global Benchmark". I will analyze the chances of improvement in quality and the cost for the same and will try to optimize it.

\*WHAT IS YOUR GREATEST ACCOMPLISHMENT?

In my current job implemented 3D printing and scanning technology for FO gun heater tip, resolve overheating of bearing housing of critical pump & saved plenty of money of the company and in return won "STAR GET-2017-18 OF SEZ MECHANICAL GROUP"

\*WHAT CAN WE EXPECT FROM YOU IN YOUR FIRST 90 DAYS?

Once I am completely aware about company's standard practices and procedures I 'll first try to figure out where the change is required to enhance quality or how can we add value to our product by keeping customer in our primary interest. I'll try to implement the techniques and standards of global benchmarks. I'll study the reliability report of manufacturing divisions and will try to resolve the long standing reliability issues.

\*WHAT ARE YOUR SALARY EXPECTATIONS?

55,000$/ year

\*ENLIGHTEN US ON ANY GOOD ACHIEVEMENT YOU HAVE HAD ON YOUR PRESENT/PREVIOUS JOB?

I have joined reliance as a GET in august'17 at SEZ refinery CDU/VDU plant. Resolved long standing reliability issue of dosing pump low flow.Performed troubleshooting, diagnostic and repair of ID fan, FO/FG gun, CF pump and diaphragm pump. Completed Polyworks inspection course for 3D scanning and inspection of components. Won Star GET'17 of SEZ Refinery- Mechanical group. Worked in SEZ-CDU VDU major turn around and coordinated all vessels and fin fan tube bundles M&I activities. Worked in SEZ- FCC turn around in reactor maintenance group.

EXPLAIN HOW YOU WOULD BE AN ASSET TO THIS ORGANIZATION?

I have already explained in the previous question about my troubleshooting skills, time management and leadership skills, new technology implementation skills, quick learning ability, ownership mindset. These abilities makes an employee a valuable asset to the company.

\*TELL US OF YOUR STRENGHTS ?

Time management, Risk assessment, Troubleshooting, Leadership, Take initiatives, Quick learning.

\*WHAT IS YOUR GREATEST WEAKNESS?

Saying No to anyone.

\*WHAT IS YOUR IDEA OF AN IDEAL COMPANY?

Company with less levels of middle management so there is no communication gap between top management and execution team. Company where there is two way communication, because if as a leader if you don't listen any of your subordinate you will eventually surrounded by the people who don't want to say anything. Company with proper work life balance is there and a respectful environment is there. Company which is ready to implement new technology and ideas quickly and accept changes which are essential.

\*WHAT DID YOU LIKE OR DESLIKE ABOUT YOUR PREVIOUS JOB?

I am working in world's largest oil and gas refinery and petrochemical complex. Reliance always compares it's performance with the global benchmarks only. It is very huge and structured organization. Management is very adoptive for changes and new technology. It's motto is growth is life and it constantly keeps growing by new projects and businesses. It has very good safety procedures, operating procedures and maintenance procedures.

But I feel there should be better rewards and recognition system for employees for their extra ordinary contribution. Every employee has it role and responsibility well defined and they are not supposed to work cross disciplinary so i feel it will restrict their growth and knowledge.

* WHAT TYPES OF PEOPLE DO YOU FIND IT DIFFICULT TO GET ON WITH?

Those who are not ready to accept change.

\*HOW SOON CAN YOU JOIN IF APPOINTED? DISCUSS:

Notice period is of 3 month so can join after 3 month but it can be negotiated.

* HOW LONG CAN YOU COMMIT TO WORK WITH THE COMPANY?

It depends on the opportunity and growth I will be having if appointed.

* Enumerate in details why you should consider for the applied position, Discuss on if you work well as team leader, in a group or as an individual:

Authorization to Release Information

In making this application for employment, I authorize the officers or employees of any former employer to furnish a complete history of my employment with their organization (references), Together with any information they may have regarding my personal character, habits, ability, earnings, and the reason for leaving their employ. I further authorize any law enforcement agency, administrator, provincial agency, educational institution or private information bureau that has any record or knowledge of my employment history, motor vehicle operation history,

criminal record, education, credit or other history or record to provide that information upon receipt of this signed release. A telephone, facsimile (FAX) or photographic copy of this authorization shall be considered as valid as the original. I release all parties from all liability for any damage that may result from furnishing such information to this Company. Confidential information contained in this application includes criminal convictions, address, telephone number and social insurance number. All other information submitted on this application is non- confidential and may be used in the course of employee orientation.

Authorized Signature and date

Certification I certify that the information contained in my application and stated on my resume or any other form related to my employment is true and complete to the best of my knowledge. I understand that false or incomplete statement shall be grounds for disqualification or dismissal from employment, no matter when discovered.

Authorized Signature and date

OFFICIAL USE:

\*QUALITY OF ANSWER: REMARK 1)

\*INTELLIGENT ANSWERS :

\*ANALYTIC QUALITY

\* PERSONALITY DEDUCTION

ASSESSING OFFICER: -------------------------------------- SIGN &DATE: ----------------------