

## Headline Writer Interview Questions

1. What is the key to success when communicating with the public.
2. Describe methods you have found effective to gather information about events through research, interviews, experience, or attendance at political, news, sports, artistic, social, or other functions.
3. What kind of experience do you have reporting news stories for publication or broadcast, describing the background and details of events?
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
5. Tell me how you organize, plan, and prioritize your work.
6. Share an experience when you applied new technology or information in your job. How did it help your company?
7. Give me an example of when you thought outside of the box. How did it help your employer?
8. Would you consider analyzing data or information a strength? How so?
9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
10. Please share an experience in which you presented to a group. What was the situation and how did it go?
11. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
12. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
13. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
14. What is the most challenging part of arranging interviews with people who can provide information about a story? Share an example.

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15. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

16. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

17. Provide an example of when you were persistent in the face of obstacles.

18. Provide an example when your ethics were tested.

19. What have you found to be the best way to research and analyze background information related to stories in order to be able to provide complete and accurate information?

20. Describe an experience when you presented live or recorded commentary via broadcast media.

21. Walk me through how you would research and report on specialized fields such as medicine, science and technology, politics, foreign affairs, sports, arts, consumer affairs, business, religion, crime, or education.

22. Name a time when you investigated breaking news developments, such as disasters, crimes, or human-interest stories.

23. Share an example when you effectively checked reference materials, such as books, news files, or public records, to obtain relevant facts.

24. Provide a time when you dealt calmly and effectively with a high-stress situation.

25. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

26. Name a time when you edited or assisted in editing videos for broadcast.

27. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges

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and results?
28. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
29. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
30. What factors do you consider when developing ideas or material for columns or commentaries by analyzing and interpreting news, current issues, or personal experiences?
31. Do you have any experience photographing or videotaping news events, or request that a photographer be assigned to provide such coverage?
32. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
33. Describe an experience when you transmitted news stories or reported information from remote locations, using equipment such as satellite phones, telephones, fax machines, or modems.
34. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
35. Name a time when your creativity or alternative thinking solved a problem in your workplace.
36. Share an experience in which your willingness to lead or offer an opinion helped your company.
37. What are your writing skills when it comes to writing columns, editorials, commentaries, or reviews that interpret events or offer opinions? Share an example.
38. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
39. Share an experience in which personal connections to coworkers or others helped you to be successful in

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your work. (Make sure candidate works well with others.)

40. What kind of experience do you have writing reviews of literary, musical, or other artwork, based on knowledge, judgment, or experience?

41. Share an example when you took pictures and video and processed them for inclusion in a story.

42. How often have you participated in community events, made public appearances, and conducted community service?

43. What is the most challenging part of establishing and maintaining relationships with individuals who are credible sources of information?

44. Name a time when you reported on green technology or environmental issues, such as pollution, energy efficiency, recycling, or renewable energy.