

## Production Coordinator Interview Questions

1. What kind of experience do you have directing technical aspects of newscasts and other productions, checking and switching between video sources, and taking responsibility for the on-air product, including camera shots and graphics?

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

3. What have you found to be the best way to supervise and assign duties to workers engaged in technical control and production of radio and television programs?

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. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

10. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

11. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

12. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

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13. What is the most challenging part of following instructions from production managers and directors during productions, such as commands for camera cuts, effects, graphics, and takes?

14. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

15. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

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

17. Share an experience in which your willingness to lead or offer an opinion helped your company.

18. 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.)

19. Name a time when your patience was tested. How did you keep your emotions in check?

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

21. Describe methods you have found helpful to monitor broadcasts to ensure that programs conform to station or network policies and regulations.

22. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

23. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

24. What is the key to success when communicating with the public.

25. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

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26. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

27. Provide an example when your ethics were tested.

28. Share an example when you acted as liaisons between engineering and production departments.

29. Share an effective approach to observe pictures through monitors, and direct camera and video staff concerning shading and composition.

30. Describe an experience when you operated equipment to produce programs or broadcast live programs from remote locations.

31. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

32. Name a time when your creativity or alternative thinking solved a problem in your workplace.

33. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

34. Name a time when you set up and executed video transitions and special effects such as fades, dissolves, cuts, keys, and supers, using computers to manipulate pictures as necessary

35. Tell me how you switch between video sources in a studio or on multi-camera remotes, using equipment such as switchers, video slide projectors, and video effects generators.

36. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

37. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

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38. What is the most challenging part of conferring with operations directors to formulate and maintain fair and attainable technical policies for programs?

39. Tell me about the last time you trained workers in use of equipment such as switchers, cameras, monitors, microphones, and lights.

40. What have you found to be the best way to collaborate with promotions directors to produce on-air station promotions?

41. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

42. Would you consider analyzing data or information a strength? How so?

43. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

44. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.

45. Describe an experience in which you successfully controlled the operation of a difficult system. What made you successful?