

Program Coordinator Interview Questions

1. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

2. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

3. Describe an experience when you planned and scheduled programming and event coverage, based on broadcast length, time availability, and other factors, such as community needs, ratings data, and viewer demographics.

4. What kind of experience do you have directing and coordinating activities of personnel engaged in broadcast news, sports, or programming?

5. Walk me through how you would monitor and review programming to ensure that schedules are met, guidelines are adhered to, and performances are of adequate quality.

6. 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?

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

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

9. Share an experience you had in dealing with a difficult person and how you handled the situation.

10. Tell me how you organize, plan, and prioritize your work.

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

12. Share an experience when you applied new technology or information in your job. How did it help your company?

Program Coordinator Interview Questions

13. Give me an example of when you thought outside of the box. How did it help your employer?

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

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

16. Please share an experience in which you presented to a group. What was the situation and how did it go?

17. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

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

19. 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.)

20. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

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

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

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

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

Program Coordinator Interview Questions

25. 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.)

26. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

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

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

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

30. Describe methods you have found effective to check completed program logs for accuracy and conformance with Federal Communications Commission (FCC) rules and regulations and resolve program log inaccuracies.

31. How do you stay current with news, read or record public service and promotional announcements, or perform other on-air duties?

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

33. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

34. 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.)

35. Name a time when you performed personnel duties, such as hiring staff and evaluating work performance.

36. What is the most challenging part of developing budgets for programming and broadcasting activities and monitoring expenditures to ensure that they remain within budgetary limits?

37. Describe methods you have found helpful to evaluate new and existing programming to assess suitability

Program Coordinator Interview Questions

and the need for changes, using information such as audience surveys and feedback.

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

39. Tell me about the last time when you conferred with directors and production staff to discuss issues such as production and casting problems, budgets, policies, and news coverage.

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

41. Share your approach when selecting, acquiring, and maintaining programs, music, films, and other needed materials and obtain legal clearances for their use as necessary.

42. What kind of experience do you have operating and maintaining on-air and production audio equipment?

43. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

44. How creative are you when it comes to developing ideas for programs and features that a station could produce?

45. Name a time when you participated in the planning and execution of fundraising activities.

46. What have you found to be the best way to cue announcers, actors, performers, and guests?

47. Describe an experience when you conducted interviews for broadcasts.

48. Share an example when you effectively acted as a liaison between talent and directors, providing information that performers or guests need to prepare for appearances and communicating relevant information from guests, performers, or staff to directors.