

Program Proposals Coordinator Interview Questions

1. Share an effective approach to prepare, rewrite and edit copy to improve readability, or supervise others who do this work.

2. What kind of experience do you have reading, evaluating and editing manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication?

3. Tell me how you supervise and coordinate work of reporters and other editors. What works?

4. Walk me through how you oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.

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

6. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

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

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

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

10. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

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

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

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

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

16. What is the most challenging part of writing text, such as stories, articles, editorials, or newsletters? Share an example.

17. Name a time when you planned the contents of publications according to the publication's style, editorial policy, and publishing requirements.

18. Describe methods you have found useful to develop story or content ideas, considering reader or audience appeal.

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

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

21. 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.)

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

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

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

25. What factors do you consider when you direct the policies and departments of newspapers, magazines and other publishing establishments? Share an experience.

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26. Walk me through how you interview and hire writers and reporters or negotiate contracts, royalties, and payments for authors or freelancers.

27. Please share what system you use when selecting local, state, national, and international news items received from wire services, based on assessment of items' significance and interest value?

28. What is the challenging part of conferring with management and editorial staff members regarding placement and emphasis of developing news stories?

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

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

31. 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.

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

33. 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.)

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

35. How do you stay up to date with new or improved techniques to monitor news-gathering operations to ensure utilization of all news sources, such as press releases, telephone contacts, radio, television, wire services, and other reporters? Share an example.

36. How often do you meet with artists, typesetters, layout personnel, marketing directors, and production managers to discuss projects and resolve problems?

37. Tell me how you assign topics, events and stories to individual writers or reporters for coverage.

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38. Name a time when you made manuscript acceptance or revision recommendations to the publisher. Share an example.

39. Provide an example when your ethics were tested.

40. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

41. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

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

43. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

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

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

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

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

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

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

51. 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?

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