1. Tell me about how you formulate basic layout design or presentation approach and specify material details,
such as style and size of type, photographs, graphics, animation, video, and sound.
2. Walk me through how you confer with creative, art, copywriting, or production department heads to discuss
client requirements and presentation concepts and to coordinate creative activities.
3. What kind of experience do you have reviewing and approving art materials, copy materials, and proofs of
printed copy developed by staff members?
4. Explain what methods you use to manage own accounts and projects, working within budget and scheduling
requirements.
5. Tell me about the last time you researched current trends and new technology, such as printing production
techniques, computer software, and design trends. Did you discover something new?
6. Describe an experience when you conferred with clients to determine objectives, budget, background
information, and presentation approaches, styles, and techniques.
7. Name a time when you presented final layouts to clients for approval. What did you learn?
8. Share an experience you had in dealing with a difficult person and how you handled the situation.
9. Tell me how you organize, plan, and prioritize your work.
10. Give me an example of when you thought outside of the box. How did it help your employer?
11. Share an experience in which you successfully coordinated with others. How about a coordination effort
that was not as successful?
12. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was
the impact?
13. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the
situation and outcome?

14. Share an example of a time you had to gather information from multiple sources. How did you determine
which information was relevant?
15. In your opinion, how hard is it to negotiate with printers and estimators to determine what services will be
performed?
16. Walk me through how you mark up, paste, and complete layouts and write typography instructions to
prepare materials for typesetting or printing.
17. What is the most challenging part of hiring, training, and directing staff members who develop design
concepts into art layouts or who prepare layouts for printing?
18. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the
candidate is dependable.)
19. What have you found to be the best way to prepare detailed storyboards showing sequence and timing of
story development for television production.
20. What is the most challenging part of working with creative directors to develop design solutions?
21. Provide an example of when you set expectations and monitored the performance of subordinates. What
guidance and direction did you find most effective?
22. Share an experience in which your attention to detail and thoroughness had an impact on your last
company.
23. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges
and results?
24. Describe methods you have found useful conceptualizing and helping design interfaces for multimedia
games, products, and devices?
25. Describe an experience where you attended photo shoots and printing sessions to ensure that the products

needed are obtained.
26. Share an effective approach to reviewing illustrative material to determine if it conforms to standards and specifications.
27. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
28. 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.
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. Provide an example when your ethics were tested.
31. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
32. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
33. Provide a time when you dealt calmly and effectively with a high-stress situation.
34. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
35. 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.)
36. 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.)
37. Describe an experience in which you identified the educational needs of your students and successfully

developed a way to teach/train them.
38. Name a time when your creativity or alternative thinking solved a problem in your workplace.
39. Share an experience in which your willingness to lead or offer an opinion helped your company.
40. Provide an example when you were able to prevent a problem because you foresaw the reaction of another
person.
41. Tell me about a time when your ability to analyze needs and product requirements helped you create an
effective design or make an informed decision to benefit your company.
42. Provide an example of when you were persistent in the face of obstacles.
43. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation
or improve an ongoing one. (Look for the candidate's ability to learn.)
44. Provide an experience in which you were sensitive to somone's needs or feelings. How did your
helpfulness affect your work environment?
45. Provide an experience in which your ability to actively find ways to help people improved your company
or your own work ethic.
46. Name a time when your patience was tested. How did you keep your emotions in check?
47. 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.)
48. Tell me about a time when you developed your own way of doing things or were self-motivated to finish
an important task.
49. What is the key to a successful budget?
50. What are some long-range objectives that you developed in your last job? What did you do to achieve

them?
51. Describe a time when you successfully persuaded another person to change his/her way of thinking or
behavior.
52. What is the most challenging part of budgeting for you?
53. 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?