

Business Writer Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Tell me about effective project arrangements or outlines which you planned.
3. Share an experience you had in dealing with a difficult person and how you handled the situation.
4. Tell me how you organize, plan, and prioritize your work.
5. Share an experience when you applied new technology or information in your job. How did it help your company?
6. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
7. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
8. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
9. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
10. Provide an example of when you were persistent in the face of obstacles.
11. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
12. 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.)
13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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

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

16. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

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

18. Provide an effective method you have used to choose subject matter and suitable form to express feelings or narrate stories.

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

20. Describe an experience in which you wrote words for a musical composition. Describe how you adapted the text to accommodate musical requirements.

21. Share an experience in which you followed the appropriate procedures to get copyrights for work.

22. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

23. 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?

24. Share an experience in which conferring with a client, editor, publisher, or producer helped you to effectively revise written material.

25. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

26. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the

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candidate is dependable.)
27. Provide an experience in which you conducted research to obtain factual information. What sources did you use?
28. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
29. 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.
30. Provide an example when your ethics were tested.
31. Provide a time when you dealt calmly and effectively with a high-stress situation.
32. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
33. Describe an experience in which you wrote poetry and/or prose for publication.
34. What is the key to success when communicating with the public.
35. Would you consider analyzing data or information a strength? How so?
36. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
37. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
38. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
39. Share an effective approach to working with a large amount of information/data. How has your approach

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affected your company?
40. Name a time when your patience was tested. How did you keep your emotions in check?
41. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
42. Share an experience in which you successfully participated in a publicity event.
43. 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.)
44. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
45. Share an experience in which your willingness to lead or offer an opinion helped your company.
46. Share an experience in which you successfully taught a writing class. Name one thing you would like to do differently in the future.
47. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
48. 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.)
49. What is the most challenging part of budgeting for you?
50. 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.)
51. Share an experience in which you wrote humorous material, either for publication or for performances.
52. Provide an experience in which you collaborated with other writers on a project.

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53. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
54. 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.)