

Technical Editor Interview Questions

1. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
2. Share an effective method you have used to ensure that writing assignments are organized, clear, concise, stylistic, and have appropriate terminology.
3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
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. Give me an example of when you thought outside of the box. How did it help your employer?
7. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?
8. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
9. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
10. Please share an experience in which you presented to a group. What was the situation and how did it go?
11. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
12. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
13. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

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14. 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.)

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

16. What is the state of your records of work and revisions? What is something you would like to improve?

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

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

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

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

21. Provide an experience in which you edited and standardized material prepared by other writers.

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

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

24. What factors do you consider when selecting photographs, drawings, sketches, diagrams, and/or charts to illustrate material? Provide an experience.

25. Provide an experience in which your recommendation for a change improved a published material.

26. Share an experience in which conferring with others helped you to establish effective technical specifications and/or to determine subject material to develop for publication.

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

28. Share an effective method you have used to become familiar with product technologies and production methods.

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

30. 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.)

31. Share an experience in which you successfully arranged for the typing, duplication, and distribution of material.

32. Provide an experience in which you observed production, developmental, and experimental activities to determine operating procedure and detail.

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

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

35. Describe an experience in which you successfully assisted in the laying out of material for publication. What methods made you successful?

36. 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?

37. Provide an example when your ethics were tested.

38. Share an example of when you established and accomplished a goal that was personally challenging. What

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helped you succeed?

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

40. 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.

41. Describe an effective sketch you drew to illustrate specified materials or assembly sequence.

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

43. Provide an experience in which reviewing data relative to operation, maintenance, and service of equipment helped you in your work.

44. Share an effective method you have used to analyze developments and determine the need for revisions in previously published materials or the development of new material.

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

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

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

48. Share an experience in which you oversaw the assembly, fabrication, construction, maintenance, or modification of equipment. How did you communicate to the staff what you wanted?

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

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

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51. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

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

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

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.)