

Content Manager 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 some of your most recent computer programming projects.
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. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
7. Would you consider analyzing data or information a strength? How so?
8. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
10. Provide an example of a project you worked on that demonstrates your programming abilities. What was your role in the project?
11. Share an experience you had in dealing with a difficult person and how you handled the situation.
12. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.
13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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

15. Share an experience in which you successfully identified an error and made appropriate changes.

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

17. 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?

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

19. Tell me about a computer program or software package you wrote to handle a specific job.

20. Describe a trial run you conducted of a program or software application. How did you ensure that it produced desired information and that the instructions were correct?

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. Describe a program you wrote using workflow chart and diagram. How did you apply your knowledge of computer capabilities, subject matter, and/or symbolic logic?

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

24. 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.)

25. Share an experience in which you successfully increased the operating efficiency of a program or adapted a program to fit new requirements. What methods made you successful?

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26. 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?

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

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

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

30. Provide a time when consulting with other personnel helped you identify or solve a problem in a program.

31. Describe an effective method you have used to maintain and control the use of computer systems software.

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

33. 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.

34. Tell me about a time when you compiled and wrote documentation of a program development. What is one thing you would like to improve in your documentation?

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

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

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

38. Provide an example when your ethics were tested.

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

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

41. Share an experience in which you prepared detailed workflow charts and successfully converted them into a series of instructions coded in a computer language.

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

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

44. Provide an experience in which you worked with a computer operator or system analyst to successfully resolve a problem in running a computer program.

45. Provide a time when you assigned, coordinate, and reviewed the work of personnel. What methods made you a successful director?

46. Share an effective method you have used to ensure that networks, workstations, central processing units, and peripheral equipment respond to programs' instructions.

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

48. 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.

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

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

51. Provide an experience in which you were sensitive to someone's needs or feelings. How did your

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helpfulness affect your work environment?

52. Share an experience in which your contribution to the development of instructions for end users benefited your company.

53. Describe an experience in which you successfully trained subordinates in programming and program coding. What methods led to your success?

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

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

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

57. 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.)

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

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

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

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