

## Prepress Proofer Interview Questions

1. Share an experience in which you've successfully learned how to handle a new piece of equipment?
2. Tell me about a recent experience you've had working with your hands.
3. How do you stay fit in order to perform physical activities that are required in the workplace?
4. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.
5. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
6. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
7. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
8. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
9. Tell me how you organize, plan, and prioritize your work.
10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
11. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
12. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
13. Share an experience when you applied new technology or information in your job. How did it help your company?

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

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

16. 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.)

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

18. Describe an experience in which you successfully controlled the operation of a difficult system. What made you successful?

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

20. 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.)

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

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

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

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

25. Provide an example when your ethics were tested.

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

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

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

29. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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

31. 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.)

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

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

34. Tell me about the last time you performed routine maintenance on equipment. How did you determine when and what type of work was needed?

35. 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.

36. Describe a time when you successfully serviced, repaired, calibrated, or tested a device that operates mainly by electronic principles.

37. Provide an experience in which you effectively set up and/or operated auxiliary equipment.

38. Share an experience in which you identified environmental factors that would impact equipment performance. How did you make adjustments to counteract these factors?

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39. What is the state of your time and/or production records? What is something you would like to improve?

40. Share an experience in which you effectively downloaded jobs to archive media.

41. Provide an experience in which you directed the work of a press crew. What methods made you successful?

42. Share an experience in which you effectively controlled workflow scheduling or job tracking.

43. Describe your experience mising inks and filling ink fountains.

44. Provide an experience in which you effectively monitored an automated press operation system.

45. Share an experience in which you loaded presses with paper and made adjustments.

46. Share your experience feeding paper through press cylinders and adjusting feed and tension controls.

47. Provide an experience in which your careful examination of job orders helped you to be effective in your work.

48. Describe your experience using printing production software.

49. Share an experience in which you made an adjustment during a print run which improved the quality of your prints.

50. Provide an experience in which you repaired a press.

51. Describe your experience cleaning ink fountains, plates, and/or printing unit cylinders. How about cleaning and oiling presses?

52. Share an experience in which you effectively changed press plates, blankets, and/or cylinders.

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53. Provide an experience in which you effectively adjusted ink fountain flow rates.

54. Share your experience adjusting digital files to alter print elements.

55. Tell me about a time when you successfully determined the cause of an operating error at your company and solved the problem.

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

57. 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?

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

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

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

61. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

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

63. Tell me about your last experience doing repair work. How did you determine what tools you needed?

64. 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?

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

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66. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
67. 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?