

## Pressroom Supervisor Interview Questions

1. 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?

2. Share an effective method you have used to enforce safety and sanitation regulations.

3. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

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

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

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

7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

8. Share an experience in which you've successfully learned how to handle a new piece of equipment?

9. Tell me about a recent experience you've had working with your hands.

10. Tell me how you organize, plan, and prioritize your work.

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

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

13. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

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14. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
15. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
16. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
17. Please share an experience in which you presented to a group. What was the situation and how did it go?
18. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
19. Share an experience you had in dealing with a difficult person and how you handled the situation.
20. Share an experience when you applied new technology or information in your job. How did it help your company?
21. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
22. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
23. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
24. Share an experience in which your willingness to lead or offer an opinion helped your company.
25. Provide an experience in which directed and coordinated the activities of employees. What methods made you successful?

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

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

28. What is the most challenging part of budgeting for you?

29. Share an experience in which you effectively conferred with other supervisors to coordinate operations and activities within or between departments.

30. 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.

31. Provide an example when your ethics were tested.

32. Describe a time when you successfully provided personal assistance to a coworker or patron.

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

34. What factors do you consider when establishing work schedules, assignments, and production sequences? How do you ensure that production goals are met?

35. 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.)

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

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

38. Share an effective approach to working with a large amount of information/data. How has your approach

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affected your company?
39. Name a time when your patience was tested. How did you keep your emotions in check?
40. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
41. Share an experience in which you effectively conducted employee training. What methods made you successful?
42. Provide an effective method you have used to ensure that operators conform to standards.
43. Provide a time when you dealt calmly and effectively with a high-stress situation.
44. Describe the methods you use to determine production requirements and to evaluate current production estimates and outputs.
45. What is the state of your records of employees' attendance and hours? What is something you would like to improve?
46. Provide an experience in which you effectively interpreted specifications, blueprints, job orders, and company policies and procedures.
47. 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.)
48. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
49. 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?
50. Provide an example of when you were persistent in the face of obstacles.

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51. What factors do you consider when determining standards, budgets, production goals, and rates? Provide an experience.
52. What is the state of your operations data? Share an experience in which you used the data to prepare management reports.
53. Describe your experience setting up and adjusting machines and equipment.
54. Share an experience in which you conferred with management and/or subordinates to resolve a worker problem.
55. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
56. How do you stay fit in order to perform physical activities that are required in the workplace?
57. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
58. Tell me about a measure you implemented which effectively motivated employees or improved production methods, equipment performance, product quality, or efficiency.
59. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.
60. 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?
61. Name a time when your creativity or alternative thinking solved a problem in your workplace.
62. 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.)
63. Please share an experience in which you successfully taught a difficult principle or concept. How were you

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able to be successful?
64. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
65. 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.)
66. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
67. Tell me about an effective product or production process which you planned and developed.
68. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.
69. 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.)
70. Provide an experience in which you executed personnel actions, such as hiring.
71. Give me an example of when you thought outside of the box. How did it help your employer?
72. 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.
73. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.
74. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?
75. Would you consider analyzing data or information a strength? How so?