

## Cable Television Access Coordinator Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Provide an experience in which you effectively adjusted equipment to maintain quality broadcasts.
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. Share an experience when you applied new technology or information in your job. How did it help your company?
5. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
6. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
7. Describe a time when you successfully serviced, repaired, calibrated, or tested a device that operates mainly by electronic principles.
8. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
9. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
10. Provide an example when your ethics were tested.
11. What is the state of your programming logs? What is something you would like to improve upon?
12. Tell me about a recent experience you've had working with your hands.
13. 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.

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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.)

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15. How do you select sources from which programming will be received, or through which programming will be transmitted? Share an experience.

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16. Provide an experience in which you used video console control panels to regulate video transmissions.

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

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

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20. What is the state of your logs of transmitter readings? Name one thing you would like to improve.

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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.)

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22. Tell me about a broadcast station computer and/or network which you successfully set-up, operated, and/or maintained.

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23. Tell me about your experience controlling audio equipment.

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24. Describe your experience using automation systems to play and record broadcast programs.

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25. Share an experience in which you successfully repaired equipment. How did you identify the need for repair?

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26. Provide an experience in which you successfully previewed scheduled programs to ensure that signals were functioning and programs were ready for transmission.

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27. Share an experience in which you effectively installed broadcast equipment and/or fixed a problem with equipment.
28. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
29. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
30. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
31. Name a time when your patience was tested. How did you keep your emotions in check?
32. Provide an example of when you were persistent in the face of obstacles.
33. Describe reports you have prepared outlining programs.
34. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
35. Share an experience in which you successfully recorded sound onto tape or film for radio or television.
36. Share an experience in which you gave technical directions to other personnel during filming.
37. Describe your experience using computers to edit broadcast material.
38. Provide an experience in which you successfully instructed trainees on the use of equipment. What methods made you successful?
39. Provide an experience in which you successfully developed employee work schedules.

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40. Tell me about a successful commercial dub which you made.
41. Please share an experience in which you presented to a group. What was the situation and how did it go?
42. Share an experience in which you effectively design equipment to meet employer specifications.
43. Tell me about an experience in which you produced effective graphics for broadcasts.
44. What factors do you consider when determining the number, type, and approximate location of microphones needed for best sound recording or transmission quality? Share an experience.
45. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
46. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
47. Name a time when your creativity or alternative thinking solved a problem in your workplace.
48. Share an experience in which your willingness to lead or offer an opinion helped your company.
49. Share an experience in which you've successfully learned how to handle a new piece of equipment?
50. Tell me how you organize, plan, and prioritize your work.
51. Share an experience in which you successfully set up and/or operated portable field transmission equipment outside of a studio.
52. Provide an experience in which you organized recording sessions and/or prepared areas for recording.
53. 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?

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54. 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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55. Describe a time when discussing production requirements with a client helped you to be more effective in your work.

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

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57. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.

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

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

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

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61. Tell me about an effective educational or training film which you produced.

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

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

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

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65. 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.)

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66. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and

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standards that were applicable to your area of responsibility?

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

68. How do you stay fit in order to perform physical activities that are required in the workplace?

69. Describe a time when you were able to select the best tool to do a job. How did you use reasoning skills to make the best choice?

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

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

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

73. 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.)

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

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

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

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