

Audio Visual Secretary Interview Questions

1. Share with me how you set up, adjust, and operate audiovisual equipment such as cameras, film and slide projectors, and recording equipment, for meetings, events, classes, seminars and video conferences.

2. What kind of experience do you have maintaining hardware and software, including computers, scanners, color copiers, and color laser printers?

3. Walk me through how you instruct users in the selection, use, and design of audiovisual materials, and assist them in the preparation of instructional materials and the rehearsal of presentations.

4. How often do you attend conventions and conferences, read trade journals, and communicate with industry insiders to keep abreast of industry developments? What have you found helpful?

5. What have you found to be the best way to train faculty and media staff on the use of audiovisual equipment?

6. Share your thought process when determining formats, approaches, content, levels, and mediums necessary to meet production objectives effectively and within budgetary constraints.

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

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

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

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