

Copy Preparer Interview Questions

1. Tell me how you organize, plan, and prioritize your work.
2. Share an experience in which you identified and corrected omissions, errors, and inconsistencies.
3. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
6. Give me an example of when you thought outside of the box. How did it help your employer?
7. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
8. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
9. Provide an experience in which you effectively indicated errors in type, arrangement, grammar, punctuation, or spelling of copy.
10. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)