

Business Editor Interview Questions

1. Share an effective approach to prepare, rewrite and edit copy to improve readability, or supervise others who do this work.

2. What kind of experience do you have reading, evaluating and editing manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication?

3. Tell me how you supervise and coordinate work of reporters and other editors. What works?

4. Walk me through how you oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.

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

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

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

8. Share an experience when you applied new technology or information in your job. How did it help your company?

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

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