

Public Information Coordinator Interview Questions

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

2. Share an experience in which you successfully responded to a request for information from the media.

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

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

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

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. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

9. Please share an experience in which you presented to a group. What was the situation and how did it go?

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