

Voice Writing Reporter Interview Questions

1. Describe your experience recording verbatim proceedings of courts, legislative assemblies, committee meetings, and other proceedings, using computerized recording equipment, electronic stenograph machines, or stenomasks.

2. Tell me how you record symbols on computer storage media and use computer aided transcription to translate and display them as text.

3. What is the most challenging part of verifying accuracy of transcripts by checking copies against original records of proceedings and accuracy of rulings by checking with judges_

4. What kind of experience do you have taking notes in shorthand or use a stenotype or shorthand machine that prints letters on a paper tape?

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

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

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

8. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

9. What is your method to correctly transcribe recorded proceedings in accordance with established formats? Share an example.

10. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

11. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

12. Provide an example when your ethics were tested.

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

14. Name a time when your patience was tested. How did you keep your emotions in check?

15. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

16. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

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

18. 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.)

19. Provide an example of when you were persistent in the face of obstacles.

20. 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.)