

Assignment Editor Interview Questions

1. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

2. What kind of experience do you have writing and editing news stories from information collected by reporters and other sources?

3. What is the most challenging part of coordinating the activities of writers, directors, managers, and other personnel throughout the production process?

4. What is the key to success when communicating with the public.

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

9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

10. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

11. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

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

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

14. Share an experience in which your ability to consider the costs or benefits of a potential action helped you

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choose the most appropriate action.

15. Provide an example when your ethics were tested.

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

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

18. 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.)

19. Tell me about the last time when you hired directors, principal cast members, and key production staff members. How did you know who to choose?

20. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.