Design Editor Interview Questions

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

2. Share an experience in which you effectively corrected preliminary and/or final proofs.

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

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. 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. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

9. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

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

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

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

13. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

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14. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
15. Provide an experience in which you effectively designed, laid out, and produced camera-ready copy.
16. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
17. Tell me about an effective design print or web page which you designed using your knowledge of type styles and size and layout patterns.
18. Share your experience using computer software to convert files.
19. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
20. How do you determine the work to be done on a certain layout or design? How about sequence of operations?