

## Media Specialist Interview Questions

1. Share with me how you set up, adjust, and operate audiovisual equipment such as cameras, film and slide projectors, and recording equipment, for meetings, events, classes, seminars and video conferences.

2. What kind of experience do you have maintaining hardware and software, including computers, scanners, color copiers, and color laser printers?

3. Walk me through how you instruct users in the selection, use, and design of audiovisual materials, and assist them in the preparation of instructional materials and the rehearsal of presentations.

4. How often do you attend conventions and conferences, read trade journals, and communicate with industry insiders to keep abreast of industry developments? What have you found helpful?

5. What have you found to be the best way to train faculty and media staff on the use of audiovisual equipment?

6. Share your thought process when determining formats, approaches, content, levels, and mediums necessary to meet production objectives effectively and within budgetary constraints.

7. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

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

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

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

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

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

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

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solution to a problem.
14. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
15. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
16. Describe an experience when you constructed and positioned properties, sets, lighting equipment, and other equipment.
17. Share an effective approach to confer with teachers to select course materials and to determine which training aids are best suited to particular grade levels.
18. Share how you develop manuals, texts, workbooks, or related materials for use in conjunction with production materials.
19. What is the most challenging part of directing and coordinating activities of assistants and other personnel during production?
20. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
21. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
22. 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.)
23. Provide a time when you dealt calmly and effectively with a high-stress situation.
24. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

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25. Provide an example when your ethics were tested.

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

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

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

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

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30. 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.)

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