

Business Writer Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Tell me about effective project arrangements or outlines which you planned.
3. Share an experience you had in dealing with a difficult person and how you handled the situation.
4. Tell me how you organize, plan, and prioritize your work.
5. Share an experience when you applied new technology or information in your job. How did it help your company?
6. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
7. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
8. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
9. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
10. Provide an example of when you were persistent in the face of obstacles.
11. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
12. 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.)
13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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14. Name a time when your creativity or alternative thinking solved a problem in your workplace.

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

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

18. Provide an effective method you have used to choose subject matter and suitable form to express feelings or narrate stories.

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

20. Describe an experience in which you wrote words for a musical composition. Describe how you adapted the text to accommodate musical requirements.

21. Share an experience in which you followed the appropriate procedures to get copyrights for work.

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

23. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

24. Share an experience in which conferring with a client, editor, publisher, or producer helped you to effectively revise written material.

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

26. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the

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candidate is dependable.)

27. Provide an experience in which you conducted research to obtain factual information. What sources did you use?

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

29. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

30. Provide an example when your ethics were tested.