Proofreader Interview Questions

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

2. Share an experience in which you identified and corrected omissions, errors, and inconsistencies.

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

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

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

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

9. Provide an experience in which you effectively indicated errors in type, arrangement, grammar, punctuation, or spelling of copy.

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

11. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

12. Provide an example when your ethics were tested.

13. 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.)

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14. 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.)

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

16. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment?

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

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

19. Share an experience in which your willingness to lead or offer an opinion helped your company.

20. Share an experience in which you used a printer's ruler to ensure correct dimensions, spacing, and positioning of page elements.

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

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

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

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

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

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

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

28. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

29. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

30. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)