

Communications Editor Interview Questions

1. Share an effective approach to prepare, rewrite and edit copy to improve readability, or supervise others who do this work.

2. What kind of experience do you have reading, evaluating and editing manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication?

3. Tell me how you supervise and coordinate work of reporters and other editors. What works?

4. Walk me through how you oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.

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

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

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

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

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

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

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

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

16. What is the most challenging part of writing text, such as stories, articles, editorials, or newsletters? Share an example.

17. Name a time when you planned the contents of publications according to the publication's style, editorial policy, and publishing requirements.

18. Describe methods you have found useful to develop story or content ideas, considering reader or audience appeal.

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

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

21. 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.)

22. Would you consider analyzing data or information a strength? How so?

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

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

25. What factors do you consider when you direct the policies and departments of newspapers, magazines and other publishing establishments? Share an experience.

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26. Walk me through how you interview and hire writers and reporters or negotiate contracts, royalties, and payments for authors or freelancers.

27. Please share what system you use when selecting local, state, national, and international news items received from wire services, based on assessment of items' significance and interest value?

28. What is the challenging part of conferring with management and editorial staff members regarding placement and emphasis of developing news stories?

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

30. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.