

Communications Specialist Interview Questions

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| 1. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 2. Share an effective method you have used to help companies determine their position in the marketplace. |
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| 3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 4. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 6. Tell me how you organize, plan, and prioritize your work. |
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| 7. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
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| 8. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 9. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 10. Would you consider analyzing data or information a strength? How so? |
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| 11. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
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| 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. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 15. Provide an example when your ethics were tested. |
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| 16. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action. |
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| 17. What state are your reports in? What is one thing you would like to improve? |
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| 18. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 19. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 20. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 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.) |
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| 22. 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? |
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| 23. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
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| 24. 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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| 25. Provide an example of when you were persistent in the face of obstacles. |
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| 26. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |

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27. Provide an experience in which your analysis of a competitor's prices and methods benefited your company.

28. Describe the methods you use to accurately identify potential markets and factors affecting product demand.

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

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