Documentation Writer Interview Questions

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

2. Share an effective method you have used to ensure that writing assignments are organizied, clear, concise, stylistic, and have appropriate terminology.

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

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

7. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

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

9. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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

11. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

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

13. 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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14. 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.)
15. Share an experience you had in dealing with a difficult person and how you handled the situation.
16. What is the state of your records of work and revisions? What is something you would like to improve?
17. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
18. Provide a time when you dealt calmly and effectively with a high-stress situation.
19. Provide an example of when you were persistent in the face of obstacles.
20. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
21. Provide an experience in which you edited and standardized material prepared by other writers.
22. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
23. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
24. What factors do you consider when selecting photographs, drawings, sketches, diagrams, and/or charts to illustrate material? Provide an experience.
25. Provide an experience in which your recommendation for a change improved a published material.
26. Share an experience in which conferring with others helped you to establish effective technical specifications and/or to determine subject material to develop for publication.

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27. Name a time when your creativity or alternative thinking solved a problem in your workplace.
28. Share an effective method you have used to become familiar with product technologies and production methods.
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. 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.)