



MOVING FORWARD

potential interview questions for professional editors

Lindsey LaTour, MA
Editor/Graphic Designer
latourli@msu.edu
(517) 432-7690

These are questions that I have been asked over the course of several interviews as I searched for gainful employment as a professional writer/editor/designer. I'm happy to share these with you as you prepare to embark on your job search.

A few words of wisdom: Don't get discouraged and don't give up! You may not get your "dream job" fresh out of school; in fact, you probably won't - but keep looking and keep sending out résumés. Absorb what you can from whatever job you land and find ways to make it meaningful. Write your cover letters and prepare for interviews using the job ad as your guide. Make connections and keep in touch -- who you know can sometimes be even more powerful than what you know. Please feel free to contact me if you have questions, I am more than happy to help the next generation of Professional Writing Alumni!

Good Luck!

ACTUAL QUESTIONS FROM MY JOB INTERVIEWS...

[BUT DON'T ASK ME TO REMEMBER MY ANSWERS]

How would you describe your editing philosophy or style?

How do you handle working under pressure and tight deadlines?

What would you say is your greatest strength and your greatest weakness?

How has your degree in professional writing prepared you to be a copyeditor/writer/editorial assistant?

How do you handle criticism or challenges to your editorial decisions?

Describe your ideal boss or supervisor.

Do you prefer to work alone or as a member of a team? Why?

Tell me about an editorial project you've worked on that didn't go smoothly – how did you handle the situation and what did you do to try to correct the situation?

What software applications do you use and how do those applications help or hinder your editing process?

What exactly is "professional writing"? How is it different from a major in English or journalism?

Professionally, where do you see yourself in five years? In ten years?

Have you seen our publications/web site? Tell me your initial impressions.

How would you use your knowledge of internet technology to advance the organizations efforts?

Tell me about your experience working with people of different cultures and backgrounds.

[The following are courtesy of Will Whelton, Editor at MSU Physical Plant]

Our office is primarily dominated by women: What is the main difference that you see between working in a female-dominated work environment and a male-dominated work environment, and how do you deal with both of those situations?

Tell me about a time you adapted your style in order to work effectively with those who are different from you. How comfortable are you working with people who have different work styles?

Tell me about a time you reached out for additional responsibilities.

What methods/efforts from your supervisor do you need to ensure that you feel valued for your contributions?