| 1. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.                          |
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|  |
| 2. What is the key to success when communicating with the public.  |
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| 3. Describe methods you have found effective to review performer information such as photos, resumes, voice                              |
| tapes, videos, and union membership, in order to decide whom to audition for parts.  |
|  |
| 4. What have you found to be the best way to audition and interview performers in order to match their                                   |
| attributes to specific roles or to increase the pool of available acting talent?   |
|  |
| 5. Share an experience you had in dealing with a difficult person and how you handled the situation.                                     |
|  |
| 6. Tell me how you organize, plan, and prioritize your work.   |
|  |
| 7. What are some long-range objectives that you developed in your last job? What did you do to achieve                                   |
| them?  |
|  |
| 8. Give me an example of when you thought outside of the box. How did it help your employer?   |
|  |
| 9. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
|  |
| 10. Please share an experience in which you presented to a group. What was the situation and how did it go?                              |
|  |
| 11. Share an experience in which your attention to detail and thoroughness had an impact on your last company.                           |
|  |
| 12. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)     |
|  |
| 13. Provide a time when you dealt calmly and effectively with a high-stress situation.   |
|  |
| 14. Would you consider analyzing data or information a strength? How so?   |

| 15. 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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| 16. Name a time when your patience was tested. How did you keep your emotions in check?   |
|   |
| 17. 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.) |
|   |
| 18. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?  |
|   |
| 19. What is the secret to select performers for roles or submit lists of suitable performers to producers or directors for final selection? Share an example.   |
|   |
| 20. What is the most challenging part of reading scripts and conferring with producers in order to determine the types and numbers of performers required for a given production?   |
|   |
| 21. 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?   |
|   |
| 22. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?  |
|   |
| 23. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.   |
|   |
| 24. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.  |
|   |
| 25. Provide an example when your ethics were tested.  |
|   |
| 26. Name a time when your creativity or alternative thinking solved a problem in your workplace.  |

| 27. Share an example of when you established and accomplished a goal that was personally challenging. What   |
|--|
| helped you succeed?  |
|  |
| 28. Provide an experience in which you were sensitive to somone's needs or feelings. How did your  |
| helpfulness affect your work environment?  |
|  |
| 29. Name a time when you located performers or extras for crowd and background scenes, and stand-ins or  |
| photo doubles for actors, by direct contact or through agents.   |
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|  |
| 30. Describe an experience when you prepared actors for auditions by providing scripts and information about   |
| roles and casting requirements.  |
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| 31. How often do you attend or view productions in order to maintain knowledge of available actors?  |
|  |
| 32. What can some of the challenges be serving as liaisons between directors, actors, and agents? Share an   |
| example.   |
|  |
| 33. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate,  |
| develop, and direct the worker(s)?   |
|  |
| 24 Name on avanuals when you avancefully negotiated contract consequents with negformance with courts on   |
| 34. Name an example when you successfully negotiated contract agreements with performers, with agents, or between performers and agents or production companies. |
| between performers and agents of production companies.   |
|  |
| 35. Please share an experience in which you successfully taught a difficult principle or concept. How were you   |
| able to be successful?   |
|  |
| 36. What have you found to be the best way to arrange for and/or design screen tests or auditions for  |
| prospective performers?  |
|  |
| 37. Have you ever taught acting classes? If so, share an example.  |
|  |
| 38. Share an effective approach to direct shows, productions, and plays.   |
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