

Business Manager Interview Questions

1. What are your techniques when scheduling promotional or performance engagements for clients.
2. Have you found it difficult to arrange meetings concerning issues involving their clients? How were the issues resolved?
3. Share an experience in which you effectively conducted auditions/interviews to evaluate potential clients. What methods made you effective in your evaluations?
4. Tell me about what methods you use to send samples of clients' work and other promotional material to potential employers to obtain auditions, sponsorships and endorsement deals.
5. Talk me through how you hire trainers or coaches to advise clients on performance matters such as training techniques or performance presentations.
6. Describe how you keep informed of industry trends and deals. Share an experience in which this helped you in your work.
7. Share an experience in which you made an effective negotiation with someone regarding a client's contractual rights and/or obligations. What methods made you successful?
8. Provide an effective method you have used to develop contacts with individuals and/or organizations. What strategies and techniques have you found effective in ensuring their clients' success? Share an experience.
9. Share an experience in which you successfully conferred with a client to develop strategies for his/her career.
10. Provide an experience in which you effectively managed business and/or financial affairs for clients. What methods led to your success?
11. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
12. Share an experience you had in dealing with a difficult person and how you handled the situation.
13. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the

Business Manager Interview Questions

candidate has open lines of communication.)

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

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

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

17. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

18. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

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

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

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

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

23. Provide an experience in which you successfully advised a client on financial and/or legal matters.

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

25. 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.)

Business Manager Interview Questions

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

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27. 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?

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

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29. 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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30. Share an effective method you have used to collect payments.

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31. 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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32. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

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33. Provide an example when your ethics were tested.

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34. 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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35. Share an experience in which your willingness to lead or offer an opinion helped your company.

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

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37. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

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

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Business Manager Interview Questions

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

40. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

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

42. Name a time when your patience was tested. How did you keep your emotions in check?

43. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

44. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

45. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

46. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

47. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

48. Describe your experience preparing accounting statements.

49. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

50. 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?

51. What is the key to success when communicating with the public.

Business Manager Interview Questions

52. Describe a time when you successfully provided personal assistance to a coworker or patron.

53. Tell me about the methods you have used to ensure that facilities, equipment, and accommodations meet specifications.

54. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

55. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

56. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

57. 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?