

Event Manager Interview Questions

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

2. Share an effective method you have used for registration of participants. Provide an experience.

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

4. Share an experience you had in dealing with a difficult person and how you handled the situation.

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

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

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

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

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

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

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

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

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

14. Provide an example of a time when you successfully organized a diverse group of people to accomplish a

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task.

15. 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.)

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

17. Share an experience in which conferring with staff and coordinating details made your event run more smoothly.

18. Share an effective method you have used to ensure satisfaction of participants.

19. Describe an effective method you have used to coordinate services, equipment, transportation, etc. for events.

20. Provide an effective method you have used to ensure that event facilities conform to customer requirements.

21. Tell me about a recent experience you've had working with your hands.

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

23. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

24. 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.)

25. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

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26. Share an experience in which conferring with customers helped you determine specific objectives and requirements that made your event more successful.

27. Provide a time when meeting with a sponsor or organizing committee helped you to more effectively plan your event.

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

29. How do you select the best providers of services for an event? What factors do you consider?

30. 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.)

31. 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.

32. Provide an example when your ethics were tested.

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

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

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

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

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

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

39. What is the most challenging part of budgeting for you?

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40. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

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

42. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

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

44. Tell me about your experience successfully hiring, training, and supervising staff. What methods make you a successful supervisor?

45. Describe the methods you use to develop programs, agendas, budgets, and services.

46. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

47. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.

48. 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?

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

50. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

51. Tell me about a contract you negotiated which you were happy with. How about one you were unhappy with?

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52. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
53. Name a time when your creativity or alternative thinking solved a problem in your workplace.
54. What is the state of your records of event aspects? What is one thing you would like to improve upon?
55. Share an experience in which a post-event evaluation helped you improve a later event.
56. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
57. How do you stay fit in order to perform physical activities that are required in the workplace?
58. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
59. How do you keep abreast of meeting management standards and trends? Share an experience in which your up-to-date knowledge has helped you in an event.
60. Describe a time when you successfully provided personal assistance to a coworker or patron.
61. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
62. How do you successfully direct administrative details, e.g. financial operations?
63. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)
64. What is the key to a successful budget?

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

66. Share an experience in which you developed event topics and chose featured speakers who were well-received.

67. How do you effectively promote conference, convention, and trade show services?