

## Production Director Interview Questions

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

2. Share an experience in which you successfully synchronized and/or equalized prerecorded dialogue, music, and sound effects with visual action.

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

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

5. Describe a time when you successfully serviced, repaired, calibrated, or tested a device that operates mainly by electronic principles.

6. Share an experience in which you've successfully learned how to handle a new piece of equipment?

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

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

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

10. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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

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

13. 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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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. Tell me about a successful musical instrument digital interface program which you created.

16. What type of recording equipment are you most familiar with?

17. What type of recording equipment are you most familiar with?

18. What is the state of your logs of recordings? Name one thing you would like to improve.

19. Provide an effective method you have used to ensure that equipment is properly maintained.

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

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

22. Describe your experience using sound editing and duplication equipment.

23. Share an experience in which conferring with others helped you to effectively achieve the desired sound for a production.

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

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

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

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

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28. What factors do you consider when preparing for recording sessions? Share an experience.

29. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

30. Provide an experience in which you successfully separated sounds and combined sounds later, during postproduction.

31. 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.)

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

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

34. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

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

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

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

38. Share your experience converting video and audio recordings into digital formats.

39. 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.

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

41. Provide an example when your ethics were tested.

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

43. Describe your experience regulating volume level and sound quality during recording sessions.

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

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

46. 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.)

47. Tell me about your experience using sound mixing boards to mix and edit sounds for prerecorded events and/or live performances.

48. 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?

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

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

51. 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?

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

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

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

55. 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?

56. Describe an experience in which you successfully controlled the operation of a difficult system. What made you successful?

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

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

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

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

61. Would you consider analyzing data or information a strength? How so?

62. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.

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

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

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65. 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.)

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

67. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

68. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.

69. Tell me about a time when you successfully determined the cause of an operating error at your company and solved the problem.

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

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

72. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

73. Tell me about the last time you performed routine maintenance on equipment. How did you determine when and what type of work was needed?