

Booker 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 |

Booker 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.) |
| |

Booker Interview Questions

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

| |
|--|
| |
|--|

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?

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|