

## 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.

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.