

## Conference Service Coordinator Interview Questions

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| 1. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?                         |
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| 2. Share an effective method you have used for registration of participants. Provide an experience.   |
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| 3. What is the key to success when communicating with the public.   |
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| 4. Share an experience you had in dealing with a difficult person and how you handled the situation.  |
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| 5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 6. Tell me how you organize, plan, and prioritize your work.  |
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| 7. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?                  |
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| 8. Please share an experience in which you presented to a group. What was the situation and how did it go?  |
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| 9. Give me an example of when you thought outside of the box. How did it help your employer?  |
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| 10. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?                                |
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| 11. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?                    |
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| 12. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?                                   |
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| 13. Share an experience in which your attention to detail and thoroughness had an impact on your last company.  |
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| 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.)