Interview Questions

Event Manager

1. What Interest you most about this position and Why?
2. How do you feel about your present workload?
3. How do you organize yourself for day-to-day activities?
4. If you don’t leave your current job what will happen there? How far can you advance?
5. How do you define continuous improvement? What is the last new procedure you integrated into your job?
6. What have you done to reduce your department’s operational costs or to save time?
7. Have you held positions similar to this one? If so, tell me about them?
8. What qualifications do you have that will make you successful in this job?
9. How have your previous experiences prepared you for this one?
10. Define excellent customer service?
11. What is your most significant professional accomplishment?
12. In terms of managing your staff do you “expect” more than you “inspect” or vice versa?
13. How would you describe the amount of structure, direction, and feedback that you need to excel?
14. How do you typically stay in the information loop and monitor your staff’s performance?
15. Do you naturally delegate responsibilities, or do you expect your direct reports to come to you for added responsibilities?