

Executive Secretary Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Tell me how you organize, plan, and prioritize your work.
3. Share an experience in which you effectively prepared and processed legal documents and papers.
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. Share an experience when you applied new technology or information in your job. How did it help your company?
6. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
7. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
8. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
9. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
10. Provide an example when your ethics were tested.