

## Secretary Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.

2. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

3. Describe your experience operating communication systems.

4. Share the methods you have used to greet callers, transfer calls, and/or to provide prompt information.

5. What is the key to success when communicating with the public.

6. 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.)

7. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

8. Provide an example when your ethics were tested.

9. Describe your experience using paging and interoffice communication equipment.

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

11. Name a time when your patience was tested. How did you keep your emotions in check?

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

13. Share an effective method you have used to ensure that secure conditions of alarm systems are maintained.

14. What is the state of your records of calls? What is something you would like to improve?

## Secretary Interview Questions

15. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

16. Provide a time when you dealt calmly and effectively with a high-stress situation.

17. Provide an experience in which you suggested rewording of a message for clarity and conciseness.

18. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

19. Share an experience in which your organizational skills helped you to be effective in your work. (Be sure the candidate will record messages, label them with the time and date, and file them appropriately.)

20. Describe your experience performing clerical duties.