

Portfolio Assistant Interview Questions

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

2. Describe how your communication skills have helped you to be effective in your correspondence with customers and in conferring with coworkers.

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

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. Tell me how you organize, plan, and prioritize your work.

6. Share an experience when you applied new technology or information in your job. How did it help your company?

7. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

8. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

9. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

11. Please share an experience in which you presented to a group. What was the situation and how did it go?

12. Provide an example when your ethics were tested.

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

Portfolio Assistant Interview Questions

14. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
15. Provide a time when you dealt calmly and effectively with a high-stress situation.
16. 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.)
17. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
18. Name a time when your patience was tested. How did you keep your emotions in check?
19. What is the state of your records of security transactions? Name one thing you would like to improve.
20. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
21. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
22. Provide an experience in which you effectively scheduled and coordinated transfer and delivery of security certificates.
23. What is the key to success when communicating with the public.
24. Provide an example of when you were persistent in the face of obstacles.
25. Describe your experience filing, typing, and operating standard office machines.
26. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

Portfolio Assistant Interview Questions

27. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

28. 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.)

29. Would you consider analyzing data or information a strength? How so?

30. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.