

Staff Assistant Interview Questions

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

2. Tell me about the methods you use to find qualified job candidates. Share an experience in which one of these methods helped you find a great employee.

3. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

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

5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

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

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

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

9. 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?

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

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

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

13. 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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14. Share an experience in which you solved a difficult employee relations issue.
15. Share an effective method you have used to inform job applicants of job details, e.g. responsibilities, benefits, or conditions.
16. Describe your last experience preparing and maintaining employment records.
17. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
18. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
19. Provide an example when your ethics were tested.
20. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
21. Describe a new-employee orientation you successfully conducted. What methods made you successful?
22. Name a time when your patience was tested. How did you keep your emotions in check?
23. Would you consider analyzing data or information a strength? How so?
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. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
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.)

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

28. 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.)

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

30. Describe a recruitment strategy which you developed and implemented. What factors did you consider that helped you develop a successful strategy?