



**THE HIRE TALENT**  
A TALENT ASSESSMENT COMPANY

# Interview Questions Office Manager

*Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.*

## Planning and Administration

- What is your understanding of the office manager role?
- Tell me about your experience coordinating/scheduling support operations such as facilities, maintenance, etc.
- Tell me about a crisis you had to manage.
- How do you keep yourself organized when dealing with requests from multiple sources? How do you handle interruptions?
- Tell me a time when you successfully coordinated with various individuals to implement a program/make a change. What were some of the challenges you overcame?
- Tell me a time when you planned and pulled off a complex assignment.
- Tell me a time when you had to unexpectedly change the task you were working on.

## Leadership

- What characteristics do you look for when hiring your staff?
- How do you delegate work? Provide some examples.
- Describe your ideal work culture. How do you influence company culture?
- If you noticed high turnover in your department, how would you address this issue?
- How would you deal with an unsafe situation? Do you have any examples?
- Describe your process for addressing weak performers.
- How do you give positive feedback to people?

## Composure and Communication

- Tell me about a time you had to deal with an unjustified complaint from an employee.
- Tell me about a conflict you handled well and one you didn't handle well.
- Tell me a time when you deviated from company policy when addressing a concern.
- How do you disseminate information to other people? How do you decide what's important?

## Technology

- What office management software are you familiar with?
- Tell me about a time you learned how to use a new software program.

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“I feel as though I have a ready consultant on my shoulder ready to assist and discuss with me any difficult choices that result from the results of the testing. They have this area nailed, and I am very satisfied and content with the system.”

“All of the people I have hired since going through the FACT-based Hiring System have been my top performers. The system has greatly improved my team!”

“I love the performance management software! It allows me to keep track of all my hires and their metrics in one place! We have been able to push our hiring process faster than ever before!”

[Scheduling Link](#)