



THE HIRE TALENT
A TALENT ASSESSMENT COMPANY

Interview Questions Administrative Assistant

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train & supervise clerical staff.

Planning and Organization

- How do you manage your time? How do you organize your day?
- Tell me a time when you planned and pulled off a complex assignment.
- Tell me about a time when you missed a deadline.
- Tell me a time when you had to unexpectedly change the task you were working on.
- What do you do when you are faced with an obstacle to an important project? Give an example.

Composure and Customer Service

- Tell me about a crisis you had to manage.
- Tell me about a time you had to deal with an unreasonable request.
- Tell me about a conflict you handled well and one you didn't handle well.
- How do you go about establishing rapport with a new person?

Written and Oral Communication

- Please provide some examples of your written communication experience.
- Tell me about a time you put together a research paper. How did you find relevant information and organize your research?
- How do you disseminate information to other people? How do you decide what's important?
- How do you explain complex information to a person not in your industry?

Technology

- Tell me about a time you learned how to use a new software program.
- What are your best and worst technical skills?

Boss and Subordinate Relationships

- Tell me about the best boss and most difficult boss you have ever worked for.
- Tell me about a time you had to present bad news to a boss.
- How do you delegate work? Give some examples of tasks you have assigned to others.
- Describe your process for addressing weak performers.
- How do you give positive feedback to people?

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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](#)