July 2022

**Administrative Assistant/Receptionist**

Candidate name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Interviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Begin with brief introductions of interview panel
* Candidate presents 3 to 5 minutes on personal background, education and work experience.

1. Please elaborate on your current (or most recent) position, and what led you to apply for this position with the Archdiocese.
2. Tell us about a specific work related accomplishment and why it was significant.
3. Describe (in more detail) your Administrative Support experience, (i.e. the level of executive supported, the number of people supported, etc).
4. Please describe your proficiency with the Microsoft Office suite of products and other software. Have you used accounting type software?
5. Describe your typing skills? Are you an efficient in typing? Do you have any experience with transcribing?
6. Tell about your experience with customer service? How do you deal with difficult personalities?
7. Tell us how you would manage relationship internal and external to the Chancery?
8. Describe a specific work related issue that challenged you. How did you handle the issue? Were you able to successfully resolve all it?
9. How do you ensure confidentiality?
10. Situational Challenge 1: This is a very busy office. Describe how you would prioritize the work responsibilities when you have multiple conflicting deadlines.
11. What sets you apart from the other applicants that would make us choose you as the best candidate for this position?
12. What questions do you have?