

Handout 13: Office Administrative Job Interview

1. Tell me a little bit about yourself.
2. Describe how your work experience relates to this job?
3. Can you give me an example of how you would answer the telephone?
4. What software packages are you proficient in?
5. What sort of documents have you produced on Excel?
6. What sort of word documents have you been responsible for typing?
7. What experience do you have with planning meetings?
8. Describe how you handled your manager's work schedule.
9. How have you gone about prioritizing your work?
10. What sort of correspondence were you responsible for generating?
11. What kind of inquiries did you have to respond to?
12. Describe what record-keeping you were responsible for.
13. What sort of confidential information did you have to deal with?
14. What cash handling experience do you have?
15. Tell me about the manager/s you worked for?