

4 PAGE TEMPLATE

ADMIN ASSISTANT INTERVIEW GUIDE

ADMINISTRATIVE ASSISTANT INTERVIEW GUIDE



INTRODUCTION

1. Greeting and Introduction

- Welcome the candidate warmly.
- Introduce the interviewers (names, roles in the company).
- Briefly outline the structure of the interview.
- Provide a short overview of your company and its mission.

Notes:

SECTION 1: GENERAL QUESTIONS

2. Ice-Breaker Questions

- Can you tell us a little about yourself and your background?
- What motivated you to pursue a career as an Administrative Assistant?

Notes:

3. Career Aspirations and Goals

- Where do you see yourself in the next five years?
- How does this position align with your long-term career goals?

Notes:

SECTION 2: EDUCATIONAL BACKGROUND

4. Educational Qualifications

- Can you discuss your educational background and any relevant training you've completed?

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