

INTERVIEW SURVEY

Tell us a little about yourself, describing your prior work experience.



What are your strengths and weaknesses as a secretary?



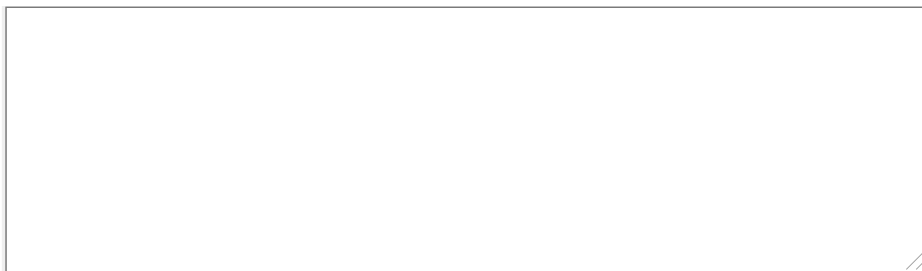
On a scale of 1-10, how would you rate your aptitude for the use of technology? Describe job duties or work experiences that required you to use Word, Excel, Google software, or different databases?



What does great customer service look like to you? Describe a time when you had to work exceptionally hard to provide great service to a customer or client. What did you do and what was the outcome?



This job requires multi-tasking. What strategies do you use to prioritize jobs and how do you manage your supervisor's schedule?



Describe a project you were responsible for that demonstrates your organizational ability.



Work often involves dealing with different personalities. Sometimes people work on tight deadlines, feel pressure, and it comes out in the way they communicate. Tell us about a situation you were involved in, where emotions were high. How did you handle it?



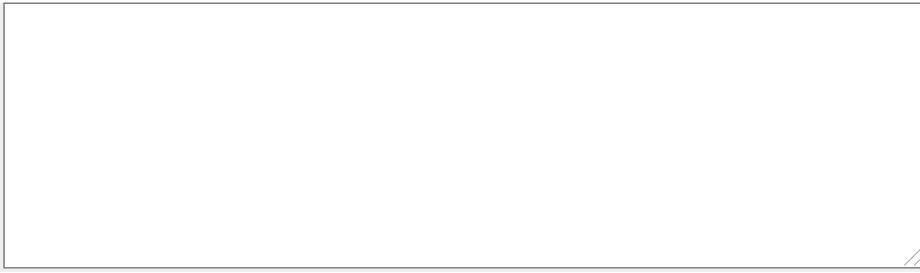
Communication is essential to this position. Share an example of communication that didn't go well and why, and then share an example of your ability to communicate and work with customers effectively.



In this position you will be working with confidential information. Describe what this means to you and what protocols you would use for dealing with confidential information.



In this job you will be depended upon to know the basics of the many different programs we offer. Tell us how you have approached that work in the past to ensure accuracy? What checks and balances do you use?



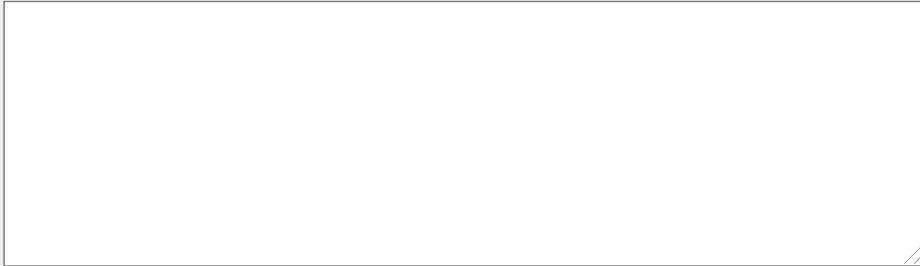
What motivates you to be successful?



What is your "speciality"? What do you do exceptionally well?



If you were to get hired for this position, what would you bring to our office that would make a significant difference?



What else would you like for us to know about you? What questions do you have for me/us?

