



LOYOLA
UNIVERSITY CHICAGO

Administrative Assistant Interview Questions

Introductory Questions

- What do you know about our company?
- Tell me why you chose to apply for this position?
- Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.
- What are your qualifications in your area of expertise, that is, what skills do you have that make you the best candidate for this position? Include any special training you have had (such as on-the-job, college, continuing education, seminars, reading) and related work experience.
- Why have you applied for this position?
- What skill sets do you think you would bring to this position?
- Tell me about your present or last job. Why did you choose it? Why did you, or why do you, want to leave?

Administrative Support Questions

- What computer skills do you have and what programs are you comfortable using?
- Are you comfortable using a phone with multiple lines and handling a high volume of telephone calls?
- At this company, we like to think of ourselves as a team that works together towards the same goals. How do you feel about working in a team environment?
- How are you at handling as-needed projects? Do you mind unexpected tasks?
- Do you consider yourself a brisk worker, or one who is slower paced yet persistent and consistent?
- Can you please outline the types of people or teams that you have supported over the years?
- Do you have experience managing an executive calendar and scheduling appointments? If so, which software have you used in order to do so?
- What is your greatest strength and how will it help your performance in this position?
- What is your greatest weakness?
- How do you handle stress and pressure?
- What was it like working for your supervisor?
- What do you expect from a supervisor?
- Do you prefer to work independently or on a team?
- Do you work well with people?
- How would you feel supervising two or three other employees?
- Can you share with me about a time that you had to multitask at work? Can you please provide me with an example of what you might be juggling on an average day?

- Can you share with me a time when you had to handle sensitive or confidential tasks in the past? Were you comfortable handling these tasks?
- How would you handle a situation where confidential information became known to individuals who should not have?

Closing Questions

- Describe what you see as your strengths related to this job or position.
- Describe what you see as your weaknesses related to this job or position.
- If we offer you this position, what contributions would you expect to make during the first 3 - 6 months in this position?
- Why should we hire you for this role?
- If the position required it, would you be willing to travel?
- If the position required it, would you be willing to relocate?
- If you were offered this position, when would you be available to start?
- If you are the successful applicant, how would you expect to be different after a year in this position?
- Now that you have learned about our company, and the position you are applying for, what hesitation or reluctance would you have in accepting this job if we offered it to you?
- Tell me anything else you would like us to know about you that will help us in making our hiring decision.
- Do you have any questions about the position you would like to ask me?
- How will your work performance enhance Loyola in this industry as it is today?