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| **Position:** | Administrative Assistant |
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| **Candidate:** |  |
| **Date:** |  |

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| **Introduction/**  **Overview** | Why are you interested in working for XX Medical Staff Association? |
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| Why do you think you would be a good fit for this role? |
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| How does this position fit in with your career path? |
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| **Education work and history on Resume** | *Go over candidate’s resume and work experience:* |
|  | What was the best part of your job? |
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|  | What was the worst part of your job? |
| **General Strengths and Weakness Questions** |  |
|  | Tell us about a previous boss that you felt most comfortable working with? |
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|  | Tell us about your experience setting up meetings and arranging catering.  Do you have any experience taking minutes? |
| **Meeting Experience** |  |
|  | Describe your experience making travel arrangements. |
| **Administrative Skills** |  |
| Do you have experience processing cheque requests, completing expense claims? |
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| Tell us about a time when you had to go above and beyond the call of duty to get the job done. |
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| **Organizational Skills** | Think back to one of the busiest days you had at work and describe what helps you juggle your duties or determine your top priorities. |
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| Tell us about a time when you had to be extremely detail oriented. |
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| What computer programs or shortcuts do you use to make your work more efficient? |
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| This position requires a high level of accuracy and attention to detail. What steps do you take to ensure that your work is accurate? |
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|  | What do you do if you have two managers creating conflicting work priorities? |
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|  | Give an example of when you had to work with someone who was difficult to get along with. How did you handle it? How did the relationship progress? |
| **Interpersonal Skills** |  |
|  | Describe a time when you were particularly effective in building relationships with either internal or external customers. |
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|  | If your colleagues were asked to describe you in three words what would they say? |
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|  | If we were to ask your colleagues one thing you had to work on what would they say? |
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|  | What factors are crucial within an organization and must be present for you to work most effectively? |
| **Cultural Fit** |  |
|  | Describe three components that demonstrate what you value and add, as an individual, to an organization’s culture and work environment. |
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| **Additional Questions** | When would you be available to start if you were the successful candidate? |
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| Do you have any questions for us? |
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