



# InterviewPenguin.com

## Your Best Job Interview Coach Since 2011

### ***Top 15 Receptionist Interview Questions***

- What characterize a good receptionist?
- Why did you decide to apply for a job of a receptionist in our hotel (company)?
- What are your goals in five years from now?
- What do you plan to accomplish on this position?
- Why should people choose our hotel, and not one of the competitors?
- What languages do you speak?
- Why should we hire you, and not one of the other people who apply for the same job?
- What are your salary expectations?
- When can you start?
- Can you work with MS Office? What other software products can you work with?
- Imagine a guest tried to start a relationship with you. How would you react?
- What languages do you speak? Tell me something in Spanish.
- If a guest accused you of a bad service, what would you do?
- What are your weaknesses?
- Do you have any questions?

Source and answers to the questions: <https://interviewpenguin.com/interview-questions-and-answers-for-receptionist/>