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Top 18 Secretary Interview Questions

1. Why do you want to work as a secretary?
2. What do you think makes a good secretary nowadays?
3. Where do you see yourself in five years time?
4. How do you imagine a typical day in work?
5. Can you work with MS Office (or with other office software)?
6. Why do you want to work as a secretary here, and not in some other company, institution?
7. Why did you leave your last job? (Why do you want to leave your present job?)
8. Tell us about an obstacle you overcame.
9. How would you cope with an angry customer/client/guest?
10. What do you want to accomplish on this position?
11. Tell us one thing about yourself you wouldn't want us to know.
12. Describe your best boss and worst boss.
13. Tell us about a conflict you had with a colleague in one of your former jobs.
14. Describe a situation when you had to meet a tight deadline.
15. Do you have experience with preparing letters, reports, bulletins, handbooks?
16. What are your salary expectations?
17. What are three things you look for in an ideal job?
18. Why should we hire you, and not one of many other candidates who try to get this secretary position?

Source and answers the the questions: <https://interviewpenguin.com/secretary-interview-questions-and-tips/>