



THE HIRE TALENT
A TALENT ASSESSMENT COMPANY

Interview Questions Receptionist

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.

Planning and Organization

- How do you manage your time? How do you organize your day?
- Tell me a time when you had to unexpectedly change the task you were working on.
- How do you multitask and respond to multiple calls and visitors at the same time?
- How do you organize your desk, files, and/or any other important documents?
- Tell me a time when you planned and pulled off a complex assignment.

Composure and Customer Service

- How do you go about establishing rapport with a new person?
- Tell me about a time you had to deal with an angry or upset person.
- Have you ever solved a problem for a customer? Tell me about it.
- Tell me about a conflict you handled well and one you didn't handle well.
- How do you manage office communications in a confidential manner?

Written and Oral Communication

- Please provide some examples of your written communication experience.
- Have you ever proofread and edited a document for someone else?
- Tell me about a time you put together a research paper. How did you find relevant information and organize your research?
- How do you disseminate information to other people? How do you decide what's important?

Technology

- Tell me about a time you learned how to use a new software program.
- Do you have experience scheduling using an electronic calendar?
- What office equipment do you have experience using? (Telephone, Copier, etc.)

Boss Relationships

- Tell me about the best boss and most difficult boss you have ever worked for.
- Tell me a time you disagreed with a boss.
- What would you do if you had to present bad news to your boss?

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“I feel as though I have a ready consultant on my shoulder ready to assist and discuss with me any difficult choices that result from the results of the testing. They have this area nailed, and I am very satisfied and content with the system.”

“All of the people I have hired since going through the FACT-based Hiring System have been my top performers. The system has greatly improved my team!”

“I love the performance management software! It allows me to keep track of all my hires and their metrics in one place! We have been able to push our hiring process faster than ever before!”

[Scheduling Link](#)