



Do not write on this page, rather make some detailed notes on the applicant's resume

Start with these three easy questions:

- Do you have your own car?
- How long did it take for you to get here today?
- Do you know anything about the company?

Take a minute to review the resume - look for:

- Jobs that were less than 8-12 months (need reasons why they left that job so quickly)
- Are there any executive assistant type jobs on the resume?
- List relevant executive assistant type jobs:
- Is their appearance clean and organized?

Past Job Questions:

- Why are they leaving their current job?
- What is missing from your last job that you'd like to see in this one?
- What can we offer that your previous company cannot offer?
- Did you have any problems in your previous jobs?
- May I contact your current employer?
- Why are you changing careers?
- What did you think of your manager/supervisor?
- What do you think of the last company you worked for?
- Why did you join your previous company? Did they live up to your expectations? Why are you leaving now?
- What's your idea of the ultimate job?
- What did you do on a day-to-day basis?
- Have you reduced costs at your last company?
- Did you feel you progressed satisfactorily in your last job?
- What problems did you encounter in your last job? What annoyed you about your last job?
- How did you get along with your previous boss, co-workers and subordinates?

Past Experience Questions:

- I see in your resume just the bare minimum of qualifications in your employment history -- why should I hire you?
- Have you had any supervisory experience?

Future with this company:

- Design your dream job?
- What would be the best type of company to work in?
- What qualities can you bring to this company?
- What is your 5 year financial goal? Or. What do you want to be making on an annual basis in 5 years?
- What kind of personal goals do you have for the next 5 years (if they say that they want to live in California and become an actor - that's not productive for this company - remember we want to build relationships - we want people that can do great in the short run and maintain their productivity for at least 6 months to a year).
- What do you consider your biggest shortcoming?
- What qualities do you think will be required for this job?
- How long do you think it would be before you were making a significant contribution to our sales team?

How ambitious are you?
What do you like and dislike about the job we are discussing?
What would you like to avoid in your next job?
How long have you been looking for a new job?
Are you considering any other positions at the moment?
Do you feel you are ready to take on greater responsibilities?
How many hours are you prepared to work?
Can you work under pressure?
Do you mind working for someone older than yourself? Younger than you? Of the opposite sex?
What are your career goals?
What will your referees say about you?
What makes you want to be an executive assistant?
What are they looking for from a position within this company?

Personal:

Do you consider yourself successful?
What was your greatest success? How did you achieve it?
What has been your biggest failure?
How could you improve yourself?
Are you a leader?
How do you handle criticism?
Do you work well with others? Or are you a loner?
Do you need other people around to stimulate you or are you self-motivated?
Are you accepted into a team quickly?
Can you act on your own initiative?
How do you organize a meeting, if you ever have?
What motivates you?
What management style gets the best results out of you?
Do you know how to motivate other people?
Are you competitive?
Are you aggressive?
What do you dislike doing?
What interests do you have outside work?
Have you ever been fired?

Salary:

What did you earn in your last job?
What level of salary are you looking for now?

NEVER ASK THE FOLLOWING QUESTIONS:

Here are examples of inappropriate topics and questions: Topic: Example
Age: What's your age?
Childcare: Do you have after school care?
Conditions of work: Does your family approve of your travel?
Criminal Record: When was the last time you were arrested?
Ethnic origin of last name: Is your last name Japanese?
Gender: Are you female?
Language: Do you speak English at home?
Marital Status: Are you divorced?
Name/Title: Is that Ms. or Mrs.?
National origin: Are you Chinese or Japanese?

Race: What race are you?
Relatives: Is your husband employed?
Religion: Are you Catholic?
Residence: How can you handle the long commute?
Sexual preference: Are you gay?

Be prepared to answer:

1. What are the responsibilities of the job?
2. What qualifications are you looking for in this job? (IE: autonomous, responsible, self-motivated people who can work within a team and make the CEO more productive ever day)
3. What type of person are you looking for in this position? (Same as #2)
4. Where would I work?
5. What type of work would I be doing?
6. With whom would I be working?
7. Are there any special clothes or tools required for this job?
8. What chance is there for advancement or increase in responsibilities and benefits?
9. What are the fringe benefits?
10. If I am hired, when would I start?
11. Do you offer a training program?



**The Ultimate “Find, Hire, And Train
Your Executive Assistant System”
That Corporate Executives and
Startups Swear By!**



**Regaining 10... or even 20... hours of
your time back each week so you
can focus on the key actions that
create growth**



**Being free from mind-numbing
"busy work" that drains your energy,
time and creativity**



**Having an assistant *you can*
trust... one who can handle day-to-
day routines without asking your
input every single time**

★★★★★ That's what you will experience once you learn and implement this system. ★★★★★

<http://GreatExecutiveAssistant.com>