# Executive Administrator Interview Questions

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| 1. What is the most challenging part of budgeting for you? |
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| 2. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 3. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills? |
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| 4. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective? |
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| 5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.) |
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| 6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. |
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| 7. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 8. Tell me how you organize, plan, and prioritize your work. |
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| 9. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
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| 10. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 11. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 12. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 13. Would you consider analyzing data or information a strength? How so? |
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| 14. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
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| 15. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)? |
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| 16. What is the key to a successful budget? |
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| 17. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 18. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action. |
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| 19. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer? |
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| 20. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.) |
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| 21. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
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| 22. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 23. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person. |
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| 24. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action. |
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| 25. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem. |

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| 26. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 27. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 28. How would you rate your writing skills?  (Ask for an example that demonstrates great writing skills.) |
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| 29. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
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| 30. Provide an example when your ethics were tested. |
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