COMMON ADMINISTRATION INTERVIEW Q'S

Everyone gets nervous when attending a job interview. The best way to avoid nerves is to prepare in advance and practice answering questions.

Administration is a busy and varied role, and so at interview there are a wide range of questions that you may be asked.

The best way to prepare is to anticipate some of the questions that might be asked during the interview, and practice ways in which you can answer them. Some questions will be based around what your strengths or weaknesses are, but others can be trickier to answer.

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Below is a list of some of the most common interview questions asked at administration interviews:

- What were the 5 key responsibilities from your previous role?

- How many people worked in the administration team?

- Which other departments and stakeholders did you most regularly work with?

- Who did you report to?

- What was the nature of the information you were working with?

- What is your method for keeping confidential information private?

- How did you prioritise your workload?

- How would you handle a situation where you are on the phone, but someone has walked in to reception?

- What did your standard day look like?

- How did you handle difficult people face to face?

- How do you keep yourself organised and ensure you complete all your tasks?

- Have you had to support multiple direct managers before?

- What software have you had experience using?

- What do you think the best qualities of a administrator are?

- Tell me about a time you have had to manage multiple tasks, how did you ensure they were all completed efficiently?

- Tell me about a time you have had to assist multiple stakeholders?

- Are there any other parts of your role we haven't discussed?

- Why do you want to work here?

The best way to answer each of these questions is authentically and honestly. Use the STAR method (Google it if you aren't familiar with it) and provide real-life examples to respond to questions that ask you to give examples.

Practice always makes perfect!