

## Step 3: Interview

### Work related

Where have you been working for the past 5 years, in what roles and where?

In (name of company) you have (task that stands out) can you tell me about it?

What are the issues you experienced in getting it done?

What was your role with (other Company)? How was that?

What tasks did you excel in this company?

What kind of feedback have you received from previous managers, both from what they say you excel at and where they encourage you to do better?

Risks took in the last position?

Scenario: You need to remind your client of a task that he is overdue with and you have reminded him twice already. How do you get him to meet a deadline?

Do you get upset easily? How do you handle miscommunication or misunderstanding?

Scenario: Have you ever had to diffuse an awkward situation? How did that go?

What are your expectations in this potential job role?

How do you think this will be different from your previous position?

### Skill related

On your initial online interview, you have shown excellent skills in: xxxxxxxx, if not expertise in (Administration tasks). Can you tell me more about it?

How did you acquire such proficiency?

I also noticed that there are areas that you are not as good as with the ones you have expertise in. How do you think you will improve on those?

How much knowledge in online communication do you have?

Understanding that writing can easily be misinterpreted, how do you clarify fuzzy information?

### Working environment:

Given that this will be a work from home position, where will your desk be?

What internet provider do you use?

What is the speed of your internet?

Will you be willing to upgrade your current speed plan at your expense if needed?

Can you work overtime on occasions?

Can you foresee any distractions at home? How will you handle that?

How much do you think they will affect your ability to perform a task?

Can you describe your day to day activities?

### Working Hours

What times of the day are you available to work?

What is your reliability ethics? (I never call in sick, I live my life around my work, I fit work in when I can)

### Communication:

Do you have any issues with Skype-call (voice) or video call with clients/team members?

### Discuss Company requirements

You will also have to attend team meetings (online).

Confidentiality clause.

Be easy going

Be able to speak up.

You are required to use the company recommended software and processes. Do you have a problem following rules?

Your client is an Entrepreneur that has 3 businesses going at the same time. They have no processes in place. What and how would you get them organized within a week. List the steps you would take.

Have you ever tried to start a business yourself?