**Personal Assistant In-Person Interview Questions**

Tell us about yourself.

*Explain what you think the role of a personal/administrative assistant is.*

*One of my favorite books is called “The Ultimate Team Player.” In that book they describe the ultimate team player as being: hungry, humble and smart. What do those three things mean to you?*

Explain what drew you to this position.

Being a personal assistant requires you to multitask. Describe a time you had to manage multiple tasks as well.

A personal assistant needs to be flexible. Give us an example of a time you had to be flexible.

What would you say are your biggest strengths?

What are your biggest weaknesses?

Can you give an example of a time that you made a mistake and how you handled it?

Where do you see yourself in 5 years?

Do you have reliable transportation?

We do a background check on all of our applicants. Is there anything that we should be aware of before we do that?

Are you comfortable with us reaching out to your previous employers?