

Interview for a Receptionist Position

Poor Interview (Interview 1)

■ **Interviewer:** Hi, I am Jane Doe and I want to thank you for coming in today to interview for our Reception Clerk

Let me tell you a little about the job. It is our main receptionist in a very busy office.

You will most likely be the first point of contact for many people and therefore the person who creates the first impression people will have about our company. This is a busy job that requires the ability to multi task, and remain calm, and organized through many interruptions. Let's start by your telling me why you are interested in this job.

▶ **Applicant:** Good wage. Good benefits.

❖ **Narrator:** We all work for good wages and benefits so be prepared with an answer that shows you have researched the company and take initiatives.

■ **Interviewer:** Can you please elaborate on why you like working with people and tell me more about your skills that would make you a good candidate for this particular job.

▶ **Applicant:** I am a people person.

❖ **Narrator:** What is a people person? Do not use clichés that you assume everyone understands. Instead elaborate on why and how you like working with people.

■ **Interviewer:** Please tell me about positions you have held where you had to multi task.

▶ **Applicant:** I can't think of any.

❖ **Narrator:** Always give an answer and if you need some time to think of an answer, just ask the interviewer for a few minutes to think.. The interviewer wants your best answer and is willing to wait for it.

■ **Interviewer:** Ok, if you have not had any jobs that required multi tasking then how about other things you have done, say volunteer that has given you this type of experience.

▶ **Applicant:** I think when I volunteered at the library I was always getting interrupted.

❖ **Narrator:** Stay away from negative verbs unless specifically asked for a stressful situation example. Use actual work situations to describe your answer to the interview question whether it is from work or unpaid volunteer experience.

■ **Interviewer:** If you are asked a question that you do not know the answer to, how do you find the answer?

▶ **Applicant:** I think of old jobs and similar situations and answer it how I did it then.

❖ **Narrator:** **Be prepared by researching the company. Remember past jobs may have had entirely different policies and procedures.**

■ **Interviewer:** Do you have any questions for me?

▶ **Applicant:** How much vacation would I get and how soon does it start?

- ❖ **Narrator:** This goes back to your research about the company again, or the reading of the job description or want ad. Jumping right to the fringe benefits does not show a focus on the job and what you can bring to it.