



## INTERVIEW GUIDE EXECUTIVE ASSISTANT TO THE CAO

Candidate's Name: \_\_\_\_\_

1. Please highlight your education and experience, and how you feel those experiences make you qualified for this position. Also, please tell us why you are interested in this position?

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

2. **Scenario:** The CAO has admittedly said he/she can be disorganized and needs direction when it comes to administrative tasks. You know he/she has tucked away a letter in a "secret" drawer that you need to complete a task. How would you communicate your needs to him and own the process? What strategies would you use to mitigate these types of situations?

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

3. **Confidentiality is part of this position. What can you tell us about your experience in this area? Have you ever encountered a breach in a past position? If not, how would you handle such a situation?**

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

4. **In this position the incumbent will interact daily with members of the public, Senior Management, Mayor and Council and the media. Please describe your past interactions with individuals at such levels and the communication tools you've utilized in those interactions.**

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

5. **Tell us about a time when your understanding of organizational climate or culture helped you achieve your desired results.**

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

6. Tell us about the most stressful situation you have experienced in the workplace. What was the specific situation and how did you manage it?

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

7. How would you describe the amount of structure, direction, and feedback that you require to excel?

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

8. If I asked your coworkers about your strengths and weaknesses, what would they tell me? What have you done to improve your areas of weakness?

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

9. Have you assisted in the preparation and monitoring of annual budgets in the past? If so, how were you involved?

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

10. How do you approach your work from the standpoint of balancing your career with your personal life?

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

11. What are your personal values? How do you demonstrate those values to your coworkers?

**Fair** 1pts  2pts  **Satisfactory** 3pts  4pts  5pts  **Good** 6pts  7pts  8pts  **Excellent** 9pts  10pts

Is there anything we have not asked that you would like to tell us about?

Concerns about position?

Questions?

**Total:**

*Interview Guide*

*/110*

*Overall*

**Comments:**

- I do not feel this applicant is suited for this kind of work. I would definitely **not recommend hiring**.
- The applicant might do well in this kind of work, but I would have some reservations about hiring.
- I would endorse this applicant. I feel the individual should do well in this type of work.
- I would endorse this applicant with confidence. Applicant is a high level performer and would do very well in this kind of work.

\_\_\_\_\_

Date

\_\_\_\_\_

Interviewer