Introductions and position overview:

1. Please, walk us through your resume. What experience have you gained in your previous roles related to managing complex calendars, arranging travel, coordinating meetings with senior leaders, event planning that you feel will be beneficial to you in this position?

2. What piqued your interest in this position?

3. Provide an example of a time when it was critical that you establish an effective working relationship with an individual or group outside of your immediate work team to complete a project or deliver a service? What tactics did you take to establish that relationship?
4. How have you or would you handle a situation where you are responsible for coordinating meetings or events that rely heavily on input and participation from others? How do you ensure you achieve your outcome?

5. Please share with us what diversity, equity, and inclusion mean to you and why they’re important.

6. Tell us about your experience building relationships with diverse groups or individuals in your current role or a prior role?

7. How do you ensure that the leaders you are supporting are on schedule and punctual when it comes to appointments/meetings?

8. What motivates you to do your best work and how would you define what it means to be an efficient and reliable employee?

9. Give an example of how you work in a situation where you must prioritize and multitask without supervision?
10. Describe your vision of an ideal workplace culture. Share with us the steps you’ve taken to foster a diverse and inclusive culture in your current or previous workplace.

What questions do you have for us?

Wrap Up:

➤ The hourly rate/salary for this position is $XX does this meet your expectations?
➤ The anticipated schedule (ex: M-F, 8-5) ________________ will this work with your availability?
➤ Are you currently in consideration for other positions and if so, what is the timeline?
➤ If offered the position, what is the ideal timeframe to provide notice?
➤ Provide overall timeline and anticipated next steps in the process.

Feedback/Notes: