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| 1. Tell me about a situation when you needed to work under pressure. How did you handle that?
 | 1 | 2 | 3 | 4 | 5 |
| 1. How would you rate your skills with typical office software components such as Microsoft Office or Adobe?
 | 1 | 2 | 3 | 4 | 5 |
| 1. Describe a project that demonstrates your organizational ability.
 | 1 | 2 | 3 | 4 | 5 |
| 1. What are your strengths and weaknesses?
 | 1 | 2 | 3 | 4 | 5 |
| 1. Describe your experience with highly confidential information. How might you handle an employee or parental request for confidential information?
 | 1 | 2 | 3 | 4 | 5 |
| 1. What things did you like best about your previous job? What things did you like least?
 | 1 | 2 | 3 | 4 | 5 |
| 1. What are some of your greatest work-related accomplishments?
 | 1 | 2 | 3 | 4 | 5 |
| 1. Explain how you are most and least effective with people? For example, how might you cope with an angry parent?
 | 1 | 2 | 3 | 4 | 5 |
| 1. What makes you a better personal assistant than other applicants?
 | 1 | 2 | 3 | 4 | 5 |
| 1. Do you have any plans for continuing your education?
 | 1 | 2 | 3 | 4 | 5 |
| 1. If you were hired, when could you start?
 | 1 | 2 | 3 | 4 | 5 |
| 1. Any questions for us?
 | 1 | 2 | 3 | 4 | 5 |