

Receptionist Interview Questions and Answers



Some people think that receptionist interview questions and answers are easy. It's a beginner's position, right? In fact, receptionists can face great competition. They have to show that they have great personal skills, and can handle being the first person most people talk to in a company. To help prepare you for the interview, here are some receptionist [job interview questions and answers](#).

Q: What made you decide to become a receptionist?

A: I've always wanted to be a receptionist. I like talking to new people, and being a receptionist allows me to do that.

The interviewer wants to see that you have a passion for the job.

Q: How would you describe your technical skills? What programs are you familiar with.

A: I'm familiar with the standard programs from the Microsoft Office suite: Word, Excel, and PowerPoint. I'm always willing to learn another program.

Since you're very likely going to be working with computers, the interviewer needs to make sure you're comfortable with computer programs.

Q: Would you feel comfortable supervising others?

A: Yes, I feel I could do that. Emphasizing teamwork is very important in the office, and I'd make sure to acknowledge everyone's accomplishments.

The interviewer needs to make sure you can handle the responsibility of leadership.

Q: Do you feel that the job of a receptionist can be meaningful?

A: Definitely! Being a receptionist means interacting with customers and acting as a public face for the company. Representing something bigger gives the receptionist position great meaning.

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101 Great Answers to the Toughest Interview Questions Ronald W. Fry, 2000 Explains how to prepare for a job interview suggests ways to answer frequently asked questions and lists the rights of the interviewee

Winning at Customer Services and Call Centre Job Interviews Including Answers to the Interview Questions Annette Lewis, Joe McDermott, 2006 This comprehensive and intelligent guide has been written by top interviewers who have extensive experience within the Customer Services and Call Center sectors They include model answers to 96 questions and four actual job interview scripts Careers Job Opportunities

More Best Answers to the 201 Most Frequently Asked Interview Questions Matthew J. DeLuca, Nanette F. DeLuca, 2001-04-22 Picking up where his bestseller over 55 000 sold 201 Most Frequently Asked Interview Questions left off Matthew DeLuca along with Nanette DeLuca take job seekers to the next level of job search effectiveness by arming them with more valuable lessons tips and rules for acing any interview Emphasizing the interpersonal aspects of the interview process they draw on their unique experiences as job placement professionals to provide powerful insights into what interviewers look for in a job seeker and how to give it to them Organized around question categories for quick reference and packed with real life success stories and the candid observations of job placement professionals this book tells readers what they need to know about How to stand out from the rest and get an interview Understanding the rationale behind different types of questions Fielding curve balls stress producers and illegal questions Mastering the virtual interview

Haldane's Best Answers to Tough Interview Questions, 2000 Revealing how to prepare for and perform in the critical job interview this guide shows both verbal and non verbal skills the interviewee can

use as he or she answers both the spoken and unspoken interview questions Includes numerous examples and tips on how to turn potential negatives into powerful positive answers that will win the job offer Front Desk Receptionist Red-Hot Career Guide; 2567 Real Interview Questions Red-Hot Careers,2018-05-17 3 of the 2567 sweeping interview questions in this book revealed Interpersonal Skills question Do you have any Front desk receptionist questions of us about this position Analytical Thinking question How did you go about making the changes step by step Answer in Front desk receptionist depth or detail such as What were you thinking at that point or Tell me more about meeting with that person or Lead me through your decision process Story question Have you ever been hurt at work or do you know someone who was Land your next Front desk receptionist role with ease and use the 2567 REAL Interview Questions in this time tested book to demystify the entire job search process If you only want to use one long trusted guidance this is it Assess and test yourself then tackle and ace the interview and Front desk receptionist role with 2567 REAL interview questions covering 70 interview topics including Project Management Flexibility Like ability Culture Fit Reference Integrity Building Relationships Client Facing Skills Relate Well and Listening PLUS 60 MORE TOPICS Pick up this book today to rock the interview and get your dream Front desk receptionist Job *Starting a Business All-in-One For Dummies* Bob Nelson,Eric Tyson,2019-05-03 Starting a business Don't sweat it With all new content and updates reflecting the latest laws business climate and startup considerations Starting a Business All In One For Dummies 2nd Edition is the book you need if you're starting a business today Inside you'll find the most important practical advice you need to start any type of business from the ground up distilled from 10 bestselling For Dummies business titles Covering all startup business phases through the first year of operation this guide will help you turn your winning idea into a winning business plan You'll get simple step by step instructions as you go all the way to marketing branding taxes and human resources Start up a dream business from scratch Write a winning business plan Secure financing Manage your risks successfully Navigate your first year of operation If you're a go getter looking for a way to launch a great idea and be your own boss Starting a Business All In One For Dummies prepares you to beat the odds and become successful in your sector **Managing For Dummies** Bob Nelson,Peter Economy,2011-03-10 Being a manager can be an intimidating and challenging task Managing involves teaching new skills to employees helping land a new customer accomplishing an important assignment increasing performance and much more The process of management can be very challenging at times but it can also bring you a sense of fulfillment that you never imagined possible Organizations rely on managers to make the most out of situations and get the best possible results Managing For Dummies 2nd Edition is perfect for all levels of managers This clearly written easy to understand guide will help anyone to Hire talented employees Master skills such as conflict resolution and coaching Initiate change and deal with resistance to change Set and communicate your goals Motivate employees to go above and beyond expectations Discover real life solutions to the most common situations that supervisors and managers face solutions that stand up over time and can be used during turbulent times Managing For Dummies 2nd

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