

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.

Receptionist Interview Questions And Answers

Annette Lewis, Joe McDermott



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