

4 PAGE TEMPLATE

# RECEPTIONIST INTERVIEW GUIDE

## RECEPTIONIST INTERVIEW GUIDE

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### INTRODUCTION

#### 1. Greeting and Introduction

- Welcome the candidate warmly.
- Introduce the interviewers (names, roles in the company).
- Briefly outline the structure of the interview.
- Provide a short overview of your company and its mission.

Notes:

### SECTION 1: GENERAL QUESTIONS

#### 2. Ice-Breaker Questions

- Can you tell us a little about yourself and your background?
- What motivated you to pursue a career as a receptionist?

Notes:

#### 3. Career Aspirations and Goals

- Where do you see yourself in the next five years?
- How does this position align with your long-term career goals?

Notes:

### SECTION 2: EDUCATIONAL BACKGROUND

#### 4. Educational Qualifications

- Can you discuss your educational background and any relevant training you've completed?

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# Interview Guide Receptionist

**Lydia Anderson, Lydia E.  
Anderson, Sandra B. Bolt**

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**Instructor's Guide for Mosbys Long Term Care Assistants** Sorrentino,2003-04 This comprehensive text provides complete coverage of the knowledge and skills nursing assistants need to work in a long term care facility Written at a 7th grade reading level the concise readable highly visual format appeals to learners of all levels The clear logical presentation of procedures with hundreds of large full color photos and drawings

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