

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.

The interviewer wants to make sure that you see the value of the job.

Q: How many customers did you help per day at your last job?

A: It was a hotel, so it varied a bit per season, but on average I'd say I helped at least fifty people a day.

The interviewer wants to make sure you're extroverted.

Q: Would you be comfortable working the night shift?

A: Yes. My lifestyle doesn't prohibit me from working the night shift.

The interviewer wants to see that you're flexible.

Q: How do you deal with rude guests?

A: I try to smile and do my best to make them happy. You never know why someone's got a crabby attitude. They could just be having an off day.

The interviewer wants to make sure you're able to handle rude people without becoming rude yourself.

Q: How do you feel about handling multiple calls?

A: I feel comfortable dealing with multiple lines.

The interview needs to know you can do the job.

Q: Where do you see yourself in five years?

A: Still working as a receptionist. Hopefully I'm even better at the job, due to experience. I might have other people working under me.

The interviewer wants to see that you have healthy ambition, but also that you're not likely to leave the company too quickly.

Q: What salary are you hoping for?

A: \$42,000 a year.

The interviewer needs to see what your expectations for the job are. If you're asking for an astronomical salary, are you going to be happy with something less? If you're asking for a low wage, do you not value yourself highly?

Interview QA

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