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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