



8

Interview Questions to Identify Real Fit When Hiring an Executive Assistant

CONNECT ASSISTANT RESOURCE

Essential Questions That Cut Through “Good on Paper”

These eight questions cover the core areas needed to help assess fit. Use them as your foundation, and build in role-specific context or follow-ups as needed.

- 1 Where do you like to invest your time outside of work?
 - *Uncovers more about the candidate, their life, and what’s important to them*
 - *Warms the candidate up for deeper conversation*

- 2 Can you talk me through how you plan your day?
 - *Uncovers their personal organization strategies*
 - *Uncovers how they plan*
 - *Determines if they are a morning or evening person*
 - *We like someone who has a defined process for gathering and compiling their to dos*

- 3 Describe what boundaries mean to you in a work setting.
 - *Uncovers their definition of boundaries*
 - *Uncovers how they think reciprocity in the working relationship*
 - *Uncovers how they like to be led*
 - *Sees whether your work environment would be motivating or draining to them*
 - *Our ideal answer is going to focus more on how they build the relationship with you, not work/life balance or communication after hours*

4 Can you share a specific example from your professional career where you encountered a significant learning experience? What were your key takeaways?

- *Uncovers their approach to problem-solving*
- *Uncovers their philosophy on failure*
- *Uncovers whether they have a growth mindset or fixed mindset*

5 If you were starting a company tomorrow, what would it's top three values be?

- *Uncovers more about their value system*
- *Determines alignment with the company's values*

6 Tell me about the best supervisor you've had or executive you've supported. What made them great?

- *Uncovers their definition of boundaries*
- *Uncovers how they think about reciprocity in the working relationship*
- *Uncovers how they like to be led*
- *Sees whether your work environment would be motivating or draining to them*

7 Can you describe a time that you recognized a problem and took undirected action to resolve it?

- *Gives an understanding of their level of autonomy, and comfort with ambiguity in a work environment*
- *Uncovers their approach to problem-solving*
- *Shows how/when they bring questions*
- *Uncovers how they plan*
- *Sees whether your work environment would be motivating or draining to them*

8 If I had one takeaway from my time with you today, what would it be?

- *Uncovers how well they understand and align with what you are looking for*
 - *Uncovers more about them, their life, and what's important to them*
 - *Offers grace and a strong finish in the interview setting which can be stressful*
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What These Questions Unlock

The questions in this guide are designed to help you move past surface-level answers and start noticing patterns—how candidates think, decide, communicate, and take ownership.

If you've used even one or two of these questions, you may have already felt it:

- Some answers sounded polished but thin
- Others revealed real judgment and self-awareness
- A few raised follow-up questions you weren't sure how to explore

That's because strong questions are only the starting point.

What happens next—how you structure the interview, what you ask after the first answer, and how you compare candidates consistently—is what turns insight into confident decisions.

Ready for a Structured Interview Framework?

The **Executive Assistant Interview Framework** is designed to help you take what you're hearing and evaluate it clearly—without relying on gut instinct alone.

It gives you:

- Fit-focused question bank (beyond the 8) organized by category
- Interview flow at a glance (timeboxed, step-by-step)
- Simple agendas for the phone/email screen and the full interview
- Light follow-ups/micro-prompts to drive specifics (what they did first, how they decided, how they closed the loop)
- Red-flags snapshot (what to watch and how to interpret it)
- Candidate notes page (printable)
- Scorecard + fit checklist to translate notes into a decision
- Decision summary page (advance/decline/hold + why)
- Candidate questions we like to hear

If these questions helped you see more clearly, a structured interview framework helps you turn that insight into confident decisions.