Interview #1 — Admin Candidate Answer Key: Looking for someone who loves serving people behind the scenes, is detail-obsessed, thrives in structured/focused work, and takes pride in getting things exactly right.

Openers

- Can you describe a job or work environment that you really enjoyed?
- What are some things you'd want to know about Sunwave before we go further?
- What are you more passionate about than most people you know?
- How many close friends do you have, and what do you like doing with them?

People Skills / Service Orientation

- What is something you've learned about someone recently that genuinely surprised or interested you?
- When someone comes to you frustrated or overwhelmed, what do you naturally do?
- What are some things about this opportunity that most excite you?
- How would your last boss describe your working style?
- Who do you most admire currently or in history and why?
- What's a misconception coworkers or family have about you?
- What kind of person do you love supporting or working alongside?
- What do people usually ask you for help with?
- When was the last time you had to deliver difficult news to someone, and how did it go?

Giving / Service Mentality

- When was the last time you worked really hard so that someone else could succeed?
- What's the biggest thing you've done for someone that they may not even fully know about?
- Growing up, how did your family help and support other people?
- What part of how you were raised would you hope to pass on to others?
- What's a weakness you're actively working on, and what's your plan to improve?

Detail Orientation / Love of the Work

- Walk me through how you organize your day when you have a lot of competing tasks.

- What's a project you worked on recently? What it accomplished, if you felt like it was a success, was it perfect?
- What systems or tools do you use to stay organized?
- At previous jobs, what kinds of things fell through the cracks around you and did you try to catch them?
- How do you go about learning something new when there's no one to teach you?
- Is your desk, phone, and computer organized or messy? Can you describe your current setup?
- Tell me about a time you caught a mistake before it became a problem. What did you do?
- Give me an example of a decision you had to make without enough information. How did you handle it?

Work Ethic / Vision

- What does your ideal workday look like hour by hour?
- What type of relationship to work did your parents have?
- What separates a good admin from a great one in your opinion?
- What outcome would excite you most if you worked really hard at this role for a year?
- Where do you hope your life and career are in five years?

Closers

- What three words would you use to describe me to someone after this conversation?
- Is there anything you wish I had asked you that would have helped me understand you better?