

Legal Assistant Interview

Candidate's Name: _____ Date of Interview: _____

Interviewers: _____

1. What do you know about _____ ?

2. Pretend that we have not seen your resume. Give us a brief profile of who you are and what your experience is. *(Go through resume to review reasons for job changes).*

3. What do you know about the position you have applied for? What duties do you think this job entails? *(Interviewer can explain the position and where it fits within the organization once the candidate has answered the question.)*

4. Give us an example of a typical work day in your current or most recent position that relates to this position.

5. Tell us what motivates and challenges you as a legal assistant?

6. In what areas of law are you most proficient in and why do you feel this way?

7. We have all had situations occur that were not so favourable at the time. Could you give us an example when something did not go right and how did you handle the situation? How did you correct the mistake?

8. Can you give us an example where you may have had a difference of opinion with a co-worker and how did you handle it? (Disagreed with a point of view or action)

9. What strengths do you have that make you the best candidate for this position?

10. If there was one thing that you would like to improve on, what would that be?

11. Organization, multi-tasking and setting priorities are important job skills for this position.

(a) Organization – what do you do to stay organized?

(b) Multitasking – are you able to multitask?

(c) Priorities – tell us about time when you were faced with conflicting priorities or tight deadlines? (give an example of situation)

12. We all have times when the pressure at work is extremely high. Describe a time like this in your work experiences and tell us how you reacted?

13. Can you give us an example of when you showed initiative and took the lead on a file or project?

14. What are the steps that you take to make sure that the documents you produce are accurate and error free?

15. Would you consider yourself a team player? Can you provide us with an example?

16. If I was to contact your current/most recent employer and ask him/her to describe your work ethics, what do you think he/she would say?

17. What was the reason for you leaving your last position? or Why are you looking for a possible work related change?

18. How punctual a person are you? How has your attendance record been?

19. Don't be alarmed, this is a question we ask all of our candidates - Do you have a criminal record?

20. If you are the successful candidate, what would your salary expectations be?

21. If you are the successful candidate, when would you be available to start?

22. Can you provide us with a list of three (3) work related references? (if applicable)

23. We have taken this opportunity to ask you questions and learn more about your skill set and background – do you have any questions for us about the position, department or the Firm?
