FREE INTERVIEW PREP GUIDE

Interview Like an *Executive Business Partner.*

The most common interview questions for administrative professionals and executive assistants, and how to answer them with strategic value.

Administrative Assistant | Executive Assistant | Senior Executive Assistant | Chief of Staff

Rhonda E. Augustus · Confidence and Executive Presence Coach

rhondaaugustus.com

WELCOME

Your experience gets you in the room. How you communicate it gets you the seat.

After more than 20 years supporting the C-suite, I've learned that most strong admins and executive assistants don't lose interviews because they lack experience. They lose them because they describe their work as tasks instead of value. This guide helps you change that.

Inside you'll find the questions interviewers ask most, what they're really listening for, and how to answer at every level, from administrative assistant to senior executive assistant.

How to use this guide

1. **Learn the style.** Figure out which of the three interview styles you're walking into.
2. **Build your pitch.** Write and practice your Two-Minute Pitch out loud until it sounds natural.
3. **Fill your story bank.** Prepare eight real stories. Most questions can be answered with one of them.
4. **Practice the questions.** Use the samples as a model, then replace every detail with your own truthful example.
5. **Practice out loud.** Answers that sound good in your head often run long out loud. Time yourself: 60 to 90 seconds.

What's inside

1 How to use this guide

2 The three interview styles

3 Two answer frameworks

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5 24 questions, with strong answers

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> Sample answers in this guide are examples to learn from, not scripts. Use your own real experience, and only use numbers you can stand behind.

SECTION 2

The three interview styles

The same answer can land differently depending on the style of the interview. Identify the style in the first few minutes and adjust.

Q&A

Structured interview

HOW TO SPOT IT

- A panel or HR screen
- The same questions for every candidate
- Note-taking or a scoring sheet

HOW TO WIN IT

- Answer the exact question asked
- One story per answer, 60 to 90 seconds
- Always land on the result

Watch out: Rambling, or waiting for a follow-up to share your result.

Conversational

Back-and-forth interview

HOW TO SPOT IT

- Usually the hiring manager
- Follow-up questions build on your answers
- It feels like a discussion

HOW TO WIN IT

- Plant your three proof points early
- Bridge: “That reminds me of a time…”
- Ask questions throughout, not only at the end

Watch out: Getting too casual or oversharing personal details.

Executive-led

Self-directed interview

HOW TO SPOT IT

- Often a C-suite leader
- Open prompts like “Walk me through why you're here”
- Little structure, on purpose

HOW TO WIN IT

- Take the lead with a short agenda
- Ask about their priorities first
- Act like a partner consulting, not a candidate waiting

Watch out: Waiting to be asked. They are watching to see whether you will lead.

The rule for every style: the higher the level of the role, the more you are expected to lead the conversation. An administrative interview may stay in Q&A. A senior executive interview almost always expects you to take the lead.

SECTION 3

Two answer frameworks

Most interview questions fall into two types. Use the right framework for each, and keep answers to 60 to 90 seconds.

FOR "TELL ME ABOUT A TIME…"

STAR+

Behavioral questions ask what you did. Keep the setup short and spend most of your time on your actions.

- **S** **Situation.** Set the scene in one or two sentences.
- **T** **Task.** What were you responsible for?
- **A** **Action.** The decisions you made and the steps you took.
- **R** **Result.** What happened because of your actions.
- **+** **Value.** What it meant for your executive or the business, and what you changed afterward. This is what separates a strategic partner from a task manager.

FOR "WHAT WOULD YOU DO IF…"

The 4 C's

Situational questions test your judgment. Walk them through your thinking, step by step.

- **C** **Clarify.** Find out what's really needed, by when, and what's at stake.
- **C** **Choose.** Prioritize based on impact and deadlines, not who asked loudest.
- **C** **Check authority.** Decide what you can handle and what you escalate, with a recommendation.
- **C** **Communicate.** Tell everyone affected and close the loop.

Speak with strategic value

Small word changes make a big difference in how leaders hear your experience.

Instead of	Say
~~I helped with…~~	**I led… / I owned…**
~~I just support my boss.~~	**I extend my executive's capacity.**
~~I'm very organized.~~	**I built a system that…**
~~I did scheduling.~~	**I managed three executives' calendars across four time zones.**
~~I think maybe we could…~~	**My recommendation is…**
~~I never make mistakes.~~	**Here is how I catch and prevent errors.**

SECTION 4

“Tell me about yourself.” The Two-Minute Pitch

This is not a request to walk through your resume. It's your chance to set the tone for the entire interview. In about two minutes, tell them who you are, what you can do, the level and quality of your work, where you've done it, and who you've done it for.

1 **Who you are**
Your professional identity in one line.
“I'm a senior executive assistant who partners with C-suite leaders to keep complex offices running.”

2 **What you're capable of**
Two or three strengths that match this posting.
“I'm strongest in calendar strategy, executive communication, and board preparation.”

3 **The level and quality of your work**
The scope, standard, and one proof point.
“I manage multiple executive calendars across time zones and prepare board materials that go out on time every quarter.”

4 **Where you've done it**
Industries and organizations.
“I've done this in financial services, technology, and consulting.”

5 **Who you've done it for**
The roles you supported. Titles, not names.
“I've supported CEOs, CFOs, and senior vice presidents.”

> **Then close the loop:** connect it to this role. “That's why this role caught my attention. You need someone who can ___, and that's exactly what I've been doing.”

Timing: about 20 seconds per part keeps you under two minutes. **Skip:** your childhood, every job in order, and “It's all on my resume.”

SECTION 4 · WORKSHEET

Write your pitch

1. Who you are

2. What you're capable of

3. The level and quality of your work

4. Where you've done it

5. Who you've done it for

Why this role

EXAMPLE · ADMINISTRATIVE ASSISTANT

“I'm an administrative professional who keeps busy teams organized and on schedule. My strengths are calendar coordination, document preparation, and follow-through. For the last three years I've supported a 15-person sales team at a regional healthcare company, managing schedules, travel, and expense reports, and I built a shared tracker that cut down on missed requests. I'm ready to take on more ownership, which is why this role stood out to me.”

EXAMPLE · SENIOR EXECUTIVE ASSISTANT

“I'm a senior executive assistant who partners with C-suite leaders to keep complex offices running with calm and precision. My strengths are calendar strategy, board and investor preparation, and executive communication. I've done this in financial services and technology, supporting CEOs and CFOs through earnings cycles, leadership offsites, and reorganizations. My executives tell me I'm usually three steps ahead. You're growing quickly and need someone who can protect your time and run the operating rhythm of the office, and that's exactly what I do.”

SECTION 5

24 questions, with strong answers

PART 1

About You

Conversational questions about who you are and how you work.

01 "Tell me about yourself."

CONVERSATIONAL · ALL LEVELS

WHAT THEY'RE REALLY ASKING

Not your resume. They want a clear, confident picture of who you are and why you fit this seat.

HOW TO ANSWER

- Use the Two-Minute Pitch in Section 4.
- Keep it professional, focused, and under two minutes.
- End by connecting your experience to this role.

STRONG ANSWER (EXAMPLE)

> Use the Two-Minute Pitch in Section 4: who you are, what you're capable of, the level and quality of your work, where you've done it, and who you've done it for.

Level up: The more senior the role, the more your pitch should sound like a business partner, not a task list.

02 "Why do you want this role, and why our company?"

CONVERSATIONAL · ALL LEVELS

WHAT THEY'RE REALLY ASKING

Did you do your homework, and do you actually understand the work?

HOW TO ANSWER

- Name one real detail about the company you found in your research.
- Connect it to one responsibility in the job posting.
- Link that to one strength you bring.

STRONG ANSWER (EXAMPLE)

> I noticed your team is expanding into two new regions this year, and this role supports the leader driving that growth. That kind of pace is where I do my best work. I keep complex calendars, travel, and stakeholder communication running smoothly so my executive can stay focused on the business.

Level up: Senior candidates speak to the executive's priorities and the business moment, not just the job.

03 “What is your greatest strength?”

CONVERSATIONAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

One strength that matters for this role, with proof. Not a list of nice words.

HOW TO ANSWER

- Pick one strength the posting asks for.
- Show how it shows up in your work.
- Prove it with a short, real example.

STRONG ANSWER (EXAMPLE)

> My greatest strength is turning competing requests into a clear plan. When three leaders needed reports in the same week, I listed every deadline, confirmed which ones were fixed, and built a shared tracker so everyone could see status. Nothing was late, and no one had to chase me for updates.

Level up: At senior level, frame the strength around protecting executive time, decisions, or risk.

04 “What is one area you are working to improve?”

CONVERSATIONAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

Self-awareness and growth. They want to see that you act on feedback.

HOW TO ANSWER

- Choose a real, manageable area. Never a disguised strength like “I care too much.”
- Explain what you changed.
- Share what is better now.

STRONG ANSWER (EXAMPLE)

> Earlier in my career I spent too long polishing routine internal documents. Now I confirm the audience and the deadline first, use templates for routine work, and save my deepest review for executive-facing materials. I deliver faster, and the important work still gets my full attention.

Level up: Show continued growth without suggesting gaps in the basics of the role.

05 “How do you build a working relationship with a new executive?”

CONVERSATIONAL EA AND ABOVE

WHAT THEY'RE REALLY ASKING

Do you have an intentional way to earn trust, or do you just wait and react?

HOW TO ANSWER

- Learn their priorities, communication style, and preferences.
- Agree on what you can decide alone and what needs approval.
- Set a regular check-in and confirm instead of guessing early on.

STRONG ANSWER (EXAMPLE)

> In the first week I ask three things: what matters most this quarter, how they want urgent issues raised, and which decisions I can make on my own. Then I set a short daily or weekly check-in. As I learn their preferences, I take more off their plate without being asked.

Level up: Senior EAs also learn the executive's business goals and key relationships, not just their calendar.

PART 2

Pressure and Priorities

How you decide what comes first and stay steady when it all lands at once.

06 "Tell me about a time you had competing priorities."

BEHAVIORAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

How you decide what comes first. Saying "I multitask" is not an answer.

HOW TO ANSWER

- Explain how you checked real deadlines, impact, and who depended on what.
- Show what you renegotiated, not that you did everything at once.
- End with the result and how people stayed informed.

STRONG ANSWER (EXAMPLE)

> My CEO had a board deck due Friday, and the CFO needed a vendor contract signed the same day. I asked one question: which deadline carries more risk if it slips? The board deck did. I protected four hours for it, routed the contract to legal Thursday morning, and both closed on time.

Level up: Senior EAs explain how the business priority, not just the due date, set the order.

07 "How do you operate under pressure?"

CONVERSATIONAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

Will you stay calm, think clearly, and keep others steady when things go wrong?

HOW TO ANSWER

- Describe your method, not your personality. "I stay calm" is not enough.
- Give one real moment that proves it.
- Show how you kept others informed.

STRONG ANSWER (EXAMPLE)

> Under pressure I slow down for two minutes to sort what is urgent, what is important, and what can wait. During a same-day leadership offsite change, I rebuilt the agenda, confirmed the new room, and sent one clear update to all twelve attendees. The meeting started on time, and my executive never had to step in.

Level up: At senior level, show how you protect the executive's focus while the pressure is happening.

08 “Tell me about a time priorities changed suddenly.”

BEHAVIORAL · ALL LEVELS

WHAT THEY'RE REALLY ASKING

Can you adapt quickly without dropping something important?

HOW TO ANSWER

- Explain what changed.
- Show how you re-sorted the work and what you moved or handed off.
- Prove nothing fell through the cracks.

STRONG ANSWER (EXAMPLE)

> I was preparing an internal event when my manager needed an urgent client briefing that afternoon. I confirmed what the briefing required, asked a teammate to cover vendor confirmations, told the event owner about the new timeline, and finished the briefing. Then I checked the event list to make sure every handed-off task was complete.

Level up: Name the business reason behind the change and any decision that needed your executive's approval.

09 “Two executives give you urgent work due at the same time. What do you do?”

SITUATIONAL · EA AND ABOVE

WHAT THEY'RE REALLY ASKING

Fairness, judgment, and honesty about what is realistic.

HOW TO ANSWER

- Clarify each real deadline and what happens if it slips.
- Look for what can be split, delivered in stages, or delegated.
- If it truly conflicts, ask the right decision-maker instead of overpromising.

STRONG ANSWER (EXAMPLE)

> I would confirm what each one needs and by when, then give both a realistic plan. If both truly need the same hours, I would bring a recommendation to the person who sets priorities and let them make the call. I will not promise two deadlines when I know one is likely to slip.

Level up: Senior EAs name the agreed priority rules they would use and who breaks the tie.

10 “Your executive's calendar is full, and an important stakeholder needs a meeting today. How do you handle it?”

SITUATIONAL EA AND ABOVE

WHAT THEY'RE REALLY ASKING

Calendar judgment. Do you understand the purpose of a meeting, or do you just move things around?

HOW TO ANSWER

- Ask what the stakeholder needs to accomplish and whether a decision is due today.
- Offer options: a shorter call, a written update, or another leader.
- Get approval before moving anything that matters, then communicate the change.

STRONG ANSWER (EXAMPLE)

> I would ask what decision is needed and by when. If it can wait a day or be handled in writing, I would offer that. If it truly needs my executive today, I would recommend the most flexible meeting to move, get approval, and personally tell everyone affected.

Level up: Show that you protect preparation and travel time, not just open slots.

PART 3

Trust and Judgment

Discretion, ownership, and knowing when to decide and when to escalate.

11 "Tell me about a time you handled confidential information."

BEHAVIORAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

Discretion. Can they trust you with sensitive information and people?

HOW TO ANSWER

- Describe your process without revealing anything confidential.
- Mention how you controlled access and who could see what.
- Show what you did when someone outside the circle asked.

STRONG ANSWER (EXAMPLE)

> I supported a leadership meeting about a reorganization before it was announced. I kept files in a restricted folder, used neutral calendar titles, and checked every recipient before sending. When someone outside the group asked for the materials, I referred them to my executive instead of making an exception.

Level up: Include how you held the line with influential people without damaging the relationship.

12 "Someone asks for confidential information and says your executive already approved it. What do you do?"

SITUATIONAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

Will you verify, even when someone senior pushes?

HOW TO ANSWER

- Acknowledge the request politely.
- Verify the approval through your executive or an established channel.
- Share nothing until it is confirmed. Report anything that seems suspicious.

STRONG ANSWER (EXAMPLE)

> I would thank them and let them know I need to confirm before sending anything, which is my standard practice for confidential material. I would check with my executive directly. If the approval is confirmed, I send only what is approved, through the right channel.

Level up: Senior EAs show they can do this with a vice president as calmly as with a peer.

13 “Tell me about a mistake you made.”

BEHAVIORAL · ALL LEVELS

WHAT THEY'RE REALLY ASKING

Ownership. Everyone makes mistakes. They want to see how you handle yours.

HOW TO ANSWER

- Pick a real mistake with a manageable impact.
- Explain how quickly you owned it and fixed it.
- Share the change you made so it would not happen again.

STRONG ANSWER (EXAMPLE)

> I once sent a meeting invite in the wrong time zone, which created a conflict for an attendee overseas. As soon as I noticed, I told my manager, contacted the attendee, and sent a corrected invite. I added a time-zone check to my scheduling routine, and it has not happened since.

Level up: At senior level, show that you also checked for downstream effects, not just the immediate fix.

14 “Tell me about a time you had to push back or say no.”

BEHAVIORAL · EA AND ABOVE

WHAT THEY'RE REALLY ASKING

Can you protect priorities with diplomacy, without becoming a gatekeeper who blocks everything?

HOW TO ANSWER

- Explain the request and why it conflicted with priorities.
- Show how you said no to the request, not to the person.
- Offer a workable alternative.

STRONG ANSWER (EXAMPLE)

> A director asked for a same-day meeting during time my executive had blocked to prepare for a board presentation. I asked what decision was needed, then offered a 15-minute slot later that afternoon and suggested sending a short summary first. The director got an answer that day, and the preparation time stayed protected.

Level up: Make clear your answer reflected agreed priorities, not personal control over access.

15 “You find an error in your executive's presentation minutes before a meeting. What do you do?”

SITUATIONAL · EA AND ABOVE

WHAT THEY'RE REALLY ASKING

Accuracy, composure, and knowing whose decision it is.

HOW TO ANSWER

- Confirm the error against the source.
- Alert the executive or content owner right away with the fix.
- Update the master version, or brief the presenter if there is no time.

STRONG ANSWER (EXAMPLE)

> I would check the number against the source, then go straight to my executive with the slide and the correction. Once approved, I would update the master file. If there was no time to replace copies, I would make sure my executive knew exactly what to correct out loud.

Level up: Senior EAs show they also tracked down where the error came from so it does not repeat.

PART 4

Initiative and Impact

Proof that you think ahead and make the office work better.

16 “Give an example of anticipating a need before anyone asked.”

BEHAVIORAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

Do you think ahead, or wait for instructions?

HOW TO ANSWER

- Name the pattern or signal you noticed.
- Explain what you prepared.
- Show the result, and that you confirmed before making it routine.

STRONG ANSWER (EXAMPLE)

> I noticed my executive always asked for the same background details before monthly client meetings. I built a one-page prep brief with recent updates, open action items, and attendee notes, and confirmed the format with her. After that, the brief was ready two days early, and she walked in prepared every time.

Level up: Senior EAs use examples tied to decisions, risks, or upcoming business events.

17 “Tell me about a process you improved.”

BEHAVIORAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

Problem-solving and initiative that creates lasting results.

HOW TO ANSWER

- Describe the problem and how you understood it.
- Explain the change you introduced and how you tested it.
- Share what improved, using numbers only if they are real.

STRONG ANSWER (EXAMPLE)

> Our team received requests through scattered email threads, and some were missed. I created a simple request form and a shared tracker, tested it with two managers, and adjusted it from their feedback. Within a month, every request had an owner and a due date, and follow-up emails dropped noticeably.

Level up: Senior EAs speak to adoption across teams and the time or risk it saved the executive office.

18 “Describe a time you dealt with a difficult person.”

BEHAVIORAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

Composure and professionalism under friction.

HOW TO ANSWER

- Describe the behavior neutrally. Never label or criticize the person.
- Focus on the issue and what you did.
- Show the resolution and the relationship afterward.

STRONG ANSWER (EXAMPLE)

> A vendor sent increasingly urgent messages about a late payment. I acknowledged the frustration, checked with finance, and found a missing form. I told the vendor exactly what was needed and when to expect an update, then followed through until finance confirmed payment. We kept a good working relationship.

Level up: Show how you preserved the relationship without making promises outside your authority.

19 “Tell me about an event or meeting with many moving parts.”

BEHAVIORAL ALL LEVELS

WHAT THEY'RE REALLY ASKING

Planning, detail management, and backup plans.

HOW TO ANSWER

- Cover the goal, the people, the logistics, and the communication.
- Mention your backup plan.
- End with the outcome and the follow-up.

STRONG ANSWER (EXAMPLE)

> I coordinated a two-day leadership offsite for 25 people across three locations. I worked backward from the date, tracked every detail in one plan, tested the virtual connection the day before, and had a backup dial-in ready. It started on time, and attendees had the action items within 24 hours.

Level up: Senior EAs can use board meetings or executive offsites, as long as the example is truly theirs.

20 “How do you influence people who do not report to you?”

BEHAVIORAL EA AND ABOVE

WHAT THEY'RE REALLY ASKING

Can you get results through relationships and credibility, not just your executive's name?

HOW TO ANSWER

- Explain the shared goal.
- Make it easy for people to help you.
- Show how you followed up without creating tension.

STRONG ANSWER (EXAMPLE)

> I needed updates from five department leads for a quarterly business review. I explained how their input would be used, sent a short template, and set my deadline two days before the real one. When one update was late, I asked what was blocking it and helped fill the gap. The review went out on time.

Level up: Senior EAs show influence earned through trust and context, not borrowed authority.

PART 5

Senior and Executive Level

Questions that test whether you think like a partner to the C-suite.

21 "Your executive's flight is canceled before a critical meeting. What do you do?"

SITUATIONAL | EA AND ABOVE

WHAT THEY'RE REALLY ASKING

Calm problem-solving, options, and judgment about cost and authority.

HOW TO ANSWER

- Confirm where your executive is and the latest arrival that still works.
- Line up options: other flights, nearby airports, driving, or joining virtually.
- Present the best options, get a decision, and update everyone affected.

STRONG ANSWER (EXAMPLE)

> First I would confirm my executive's location and the latest arrival time that still works. While the travel agency checked other flights and airports, I would set up a virtual option with the meeting host. Then I would give my executive two clear choices with timing and cost, and update every booking once a decision was made.

Level up: Senior EAs think through the meeting's stakes and who else needs to know.

22 "What would your first 30, 60, and 90 days look like?"

SITUATIONAL | ALL LEVELS

WHAT THEY'RE REALLY ASKING

A realistic plan. Learn first, then stabilize, then improve.

HOW TO ANSWER

- 30 days: learn priorities, people, systems, and how decisions get made.
- 60 days: own the recurring work reliably and handle quick wins.
- 90 days: review with your executive and recommend one or two improvements.

STRONG ANSWER (EXAMPLE)

> In my first 30 days I would learn my executive's priorities, key relationships, and how they like to work. By 60 days I would run the calendar, travel, and recurring meetings without reminders. By 90 days I would sit down with my executive, review what is working, and recommend one or two improvements based on what I have observed.

Level up: Add the executive's operating rhythm: leadership meetings, board cycles, and business reviews.

23 “Why are you ready for a senior or executive-level role?”

CONVERSATIONAL | SENIOR EA AND ABOVE

WHAT THEY'RE REALLY ASKING

Evidence of judgment, anticipation, influence, and business awareness beyond tasks.

HOW TO ANSWER

- Respect the foundation of administrative work.
- Explain the bigger scope you already handle.
- Prove it with one real example.

STRONG ANSWER (EXAMPLE)

> Excellent execution is my foundation. What makes me ready for this level is that I connect the work to my executive's priorities. I do not just schedule a meeting. I clarify its purpose, prepare the materials, flag open issues, and track the commitments that come out of it. I take ownership within clear boundaries and escalate with a recommendation.

Level up: If you have not held the title yet, use real examples of senior-level scope. Never inflate.

24 “What tools do you use, including AI, and how do you learn new ones?”

CONVERSATIONAL | ALL LEVELS

WHAT THEY'RE REALLY ASKING

Real, applied skill and the ability to keep learning. Not a long software list.

HOW TO ANSWER

- Connect each tool to a task or result.
- Be honest about what you know well and what you are still learning.
- Mention following company rules for data and approved tools.

STRONG ANSWER (EXAMPLE)

> I use Outlook and Teams daily for calendars and communication, Excel for tracking and reconciling, and SharePoint for shared files. I use approved AI tools to draft first versions and summarize long documents, and I always review the output before it goes anywhere. When I learn a new system, I practice with non-sensitive data and document the steps.

Level up: Senior EAs can speak to workflows, permissions, reporting, and approved automation.

SECTION 6

Leading an executive-led interview

Senior executives often stay quiet on purpose. They want to see whether you'll take the lead, the same way you would in the role.

1 · OPEN WITH AN AGENDA

"I'd love to share a bit about how I partner with executives, learn about your priorities, and talk about where I could take the most off your plate. Does that work for you?"

2 · ASK ABOUT THEIR WORLD FIRST

Ask about their priorities, pressures, and what a great partner looks like to them. Then tailor everything you say to what you hear.

3 · DELIVER YOUR THREE PROOF POINTS

Decide before the interview which three stories prove you're ready. Weave them in naturally. Write them here:

4 · CLOSE LIKE A PARTNER

"Based on what you've shared, I'd focus first on ___ and ___. I'm very interested in this role. What are the next steps?"

SECTION 7

Questions to ask them

Good questions show how you think. Pick two or three for your level.

Administrative roles

- What does a great first 90 days look like in this role?
- How does the team prefer to share requests and updates?
- What do the people who do well here have in common?

Executive Assistant roles

- What are your top priorities this quarter, and where could I take the most off your plate?
- How do you like to be updated, and how often?
- What has worked well, or not, with past assistants?

Senior EA and Chief of Staff roles

- What business outcomes matter most to you this year?
- Which relationships, internal or external, are most important for me to strengthen?
- What decisions would you want me to own so you don't have to?

SECTION 8

Answer traps to avoid

Avoid	Do this instead
~~"I'm a great multitasker."~~	**Explain how you decide what comes first.**
~~"It's all on my resume."~~	**Use the Two-Minute Pitch.**
~~"I keep everything confidential."~~	**Explain how you control access and verify requests.**
~~"I always say yes."~~	**Show how you manage capacity and offer alternatives.**
~~"I handle everything myself."~~	**Show when you collaborate or escalate.**
~~"I'm available 24/7."~~	**Describe agreed coverage and how urgent issues reach you.**
~~"We did..." in every answer~~	**Say "I" for the parts you personally did.**
~~Criticizing a former boss~~	**Describe working-style differences professionally.**

SECTION 9 · WORKSHEET

Your story bank

Eight real stories can answer most interview questions. Write a few words in each box, enough to jog your memory.

Story	Situation	What I did	Result and value
Competing priorities			
Working under pressure			
Confidential information			
A mistake and recovery			
Anticipating a need			
A process improvement			
A difficult person			
A complex event or project			

Be ready for follow-up questions

Strong interviewers dig deeper. After every story, be ready to answer:

- Why did you choose that approach?
- What did you personally do?
- What else did you consider?
- How did you know it worked?
- What would you do differently now?

SECTION 10

Your 7-day prep plan

Day 1
Study the posting. Circle the top five skills they want.

Day 2
Research the company, the leader, and recent news.

Day 3
Write your Two-Minute Pitch and say it out loud five times.

Day 4
Fill your story bank with eight real stories.

Day 5
Practice ten questions from this guide out loud, timed.

Day 6
Do a mock interview with someone who will give honest feedback.

Day 7
Light review, prepare your questions, and rest.

Interview-day checklist

- [ ] Confirm the time, time zone, location or video link, and who you're meeting
- [ ] Print or save the job posting and your resume
- [ ] Pick your three proof points
- [ ] Choose two or three questions to ask them
- [ ] Test your camera, sound, and lighting for virtual interviews
- [ ] Plan to arrive or log in 10 minutes early

After the interview

- [ ] Send a thank-you note within 24 hours
- [ ] Mention one specific thing you discussed
- [ ] Restate why you're a strong fit, in one sentence
- [ ] Write down the questions you were asked for next time

Remember: confidence comes from knowing, not from showing. The more you practice out loud, the more natural your answers will sound when it counts.

READY TO PRACTICE OUT LOUD?



Reading prepares you. *Practice gets you the seat.*

Let's work on your real interview together. I'll ask the questions, listen like a hiring executive, and help you find the words that show your strategic value.

Rhonda E. Augustus

Confidence and Executive Presence Coach · 20+ years supporting the C-suite

Mock interview

A realistic practice interview for your level and your target role, with direct feedback on your answers, your pitch, and your presence.

Interview and career coaching

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