

Interview Framework – Business Support Specialist

Role

Business Support Specialist

Interview Instructions

This document contains structured interview questions for the Agentic AI Consultant role.

Questions are designed to assess:

- Administrative and clerical skills
- Organizational and time management abilities
- Communication and professionalism
- Accuracy, attention to detail, and reliability
- Familiarity with common office tools and procedures

The interviewer must:

- Ask one question at a time.
- Allow the candidate to answer fully before moving on.
- Not reveal scoring criteria.

Question 1 – Experience

How many years of experience do you have in business or administrative support?

Question 2 – Microsoft Office Essentials

Are you proficient in Microsoft Excel? (Yes/No)

Question 3 – Schedule Management

Have you supported multiple departments or stakeholders at once? (Yes/No)

Question 4 – Presentation Experience

Do you have experience preparing reports or presentations? (Yes/No)

Question 5 – Confidential Information

Are you comfortable handling confidential business information? (Yes/No)

End of Interview

After Question 10, the interview session is complete.