

Your quick guide to:

# INTERVIEW TIPS FOR PAs AND EAs

These days, working your way up the PA ladder often means a fair bit of moving around from job to job. And that means your interview skills need to be sharper than ever. Using feedback from a number of PAs and EAs we work with regularly, this guide helps you to prepare for your next big interview.

## Do your research

Our PAs suggested a number of different interview tips, but there was one thing they agreed on unanimously: the need to research the company.

Interviews are regularly won and lost on the strength of your research. No company in the world will be interested in someone who isn't interested in them.

So, do some digging and get a clear understanding of what the company does, as well as their most recent projects and activity.

## Prepare to 'tell them about yourself'

Our PAs also agreed that you'll probably be asked to tell the interviewer 'about yourself'.

It sounds like a simple task, but you can easily get lost in this because it's so broad.

So, when preparing for your interview, plan a succinct summary of everything that's good about you in relation to this position. Identify your key skills and experience, what you're passionate about and how you're developing in your career.

And above all, try to avoid waffle – this is an opportunity to show what's great about you, but also, that you're a clear and concise communicator.

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### Be positive about your current or previous employer

It's likely that you'll be asked why you want to leave your current job.

The temptation is always to moan about your current employer, but we can tell you from experience that this is never what the interviewer wants to hear.

As a PA or EA, you need to be positive – positivity is one of your most essential characteristics. And moaning about your current employer suggests negativity.

### Be clear about your strengths and weaknesses

Being able to clearly articulate your strengths and weaknesses will be a huge advantage in your interview.

The key is keeping things simple and relevant. Outline strengths that suit the job you're going for – if it's a job at a big corporation, talk about your executive experience and ability to handle confidential matters.

Being clear and honest about your weaknesses is vital too. No one is perfect, and being candid about your flaws is a positive trait. Explain your weakness, and then describe how you're overcoming it.

### Make sure your personality shines through

Personality is everything when you're a PA, because, unlike in other jobs, you work especially closely with a small selection of people.

So, don't overcomplicate your approach. Focus on showing them the things that people love about you – your warmth, friendliness, confidence, charm and humour.

### Don't forget the traditional skills of a PA

Because the role of a PA is often changing and expanding, it's easy to forget the core skills that all PAs and EAs must possess in abundance. In your interview, make sure you emphasise these.

Essentially, these are good organisational skills, good computer skills and exceptional communication skills (written and verbal). In all likelihood, whatever role you're going for, you'll have to prove all of these.

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