

In-Office Initial Interview Questions

Suggestions for the interviewer. Ask a variety of questions from among the following examples. The questions are arranged in groups to demonstrate possession, or lack thereof, of particular positive qualifications.

Desirable qualifications include:

- Initiative, organizational skills, drive to do things well
- Effective communication skills
- Personality tendencies, ability to work well with others, common sense
- Technical or office skills, adaptability, willingness to change

Applicant's Name: _____ Date: _____

Initiative, organization, drive to do things well

1. Can you remember a time you achieved something you didn't think possible; you stretched beyond your own expectations? How did you do it?
2. What kind of training have you received on previous jobs? Were you closely supervised?
3. How could you improve the way you use your time? at home? at work?
4. Tell me about your typical day at work. at home.
5. How did you use free time on your last job?
6. We need a person with organizational skills. How can I tell if you are an organized person?
7. Have you ever initiated or organized a group? a plan within a group? Tell me about it.
8. How do you remember all you have to do during a day? a week? Do you set goals?
9. What do you think you do well?
10. Tell me about the first job you remember as a child or teenager. Age? Skills learned? Duration?

Effective Communication

The interviewer should be aware of eye contact, pauses, hums and "you knows", rambling, enunciation and grammar of the applicant.

1. Have you ever talked with a group of people presenting a report, book review, etc.? Tell me about it.
2. Have you ever written a letter to an editor, a company, your legislator? Why? What happened?
3. What do you do when other people have difficulty understanding some point you are trying to make?
4. When you go into, telephone, or explore a website for a dental or medical office, what impresses you? what makes you feel particularly welcome?
5. What bothers you or makes you consider changing to another office?
6. Describe a recent successful situation in your life.
7. Besides your spouse/significant other, with whom do you most easily communicate?
8. What made you choose to work in dentistry? What led you to our office?
9. If you are unfamiliar with a piece of equipment, do you ask for instructions or try to figure it out on your own?
10. Pretend you saw a patient of ours in a store who was critical of our practice. How would you respond?

Personality: ability to work well with others; common sense

1. Tell me about any leadership roles you have had.
2. What was your favorite part of your last job? your least favorite?
3. What would you be doing in our office if you could write your own job description?
4. Some people aren't easy to get along with. How do you handle working with someone like that? Were there any difficult people in your last place of employment? Describe him or her.
5. Tell me about your hobbies, activities outside of work.
6. What makes a person a good leader? Which of those characteristics describe you?
7. What upsets you?
8. If I asked a good friend to describe you, what would he/she say?
9. Describe yourself to me.
10. What do you think makes a person a good team member? Does this apply to you?

Technical or office skills, adaptability, and willingness to change

1. Which of your skills do you feel would contribute most to our office?
2. Tell me about the most complex job you've ever had?
3. Do you consider yourself an expert in any field? Tell me about it.
4. Has your family ever moved? How did the move affect you? Were there any positive results from the experience?
5. What has been the major change in your work or life during the last 5 years? How did you handle it?
6. How do you learn new tasks or skills?
7. Which subjects did you like best in school? Why? Which least? Why?
8. Tell me about any classes or continuing education courses you've taken since school graduation.
9. Do you prefer to do numerous things with average competency or to be an expert at one thing? Why?
10. What is the most important question a new employee can ask as he/she begins a new job?