

Name _____

Date _____

Pre-Interview Questionnaire Page 1

➤ What is your hourly salary requirement?

Please write an amount: _____

➤ Do you currently have medical coverage?

Yes _____ No _____

➤ Are you willing to travel to other offices for training or emergencies?

Yes _____ No _____

➤ Are you interested in full or part time employment? (circle one)

➤ Are you available from the hours of 8am-7pm?

Yes _____ No _____

➤ Are you available on Saturdays? Yes _____ No _____

➤ Are you willing to drive in inclement weather? Yes _____ No _____

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Pre-Interview Questionnaire Page 2

1) We have read your resume and know a little about your background. Could you tell us more about yourself?

2) What do you think are the characteristics of a successful team?

3) What is your greatest strength? What is something you consider a personal weakness?

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Pre-Interview Questionnaire Page 3

4) What type of work environment do you prefer?

5) Describe a conflict you were involved in at work. How did you help resolve this conflict?

6) How would you handle a patient who is unhappy?

7) Do you have any extenuating circumstances that would prevent you from coming to work early or staying late, etc?

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8) Describe your ability to use computers and/or technology. Please also list any computer programs that you are comfortably able to use.

9) We have set up interviews with several other qualified candidates. Tell me why we should hire you over these individuals.

10) After reading the job description are there any circumstances that would keep you from performing these tasks?

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11) After reading the job description, what do you think the main focus of this position would be?

12) List 3 duties from the job description that you feel you could perform without any training:

13) List 3 duties from the job description that you would need the most training to perform:

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Pre-Interview Questionnaire Page 6

1. Where would you like to be in your career five years from now?

2. What attracted you to this company?

3. What did you like least about your last job?

4. What were you most satisfied in your current (past) job?

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5. Why are you leaving your present job?

6. What do you know about the healthcare industry?

7. What is your greatest contribution in your present (past) job?
