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Interview Guide

Position: _____

Applicant Name:	Interviewing for position:	Interviewer:	Date:
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Foundational Competency Questions:	Comments:	Rating:
Competency: customer service		
1. <i>e.g. Describe how you would elevate your own customer service when greeting patients to our clinic</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Competency: organisation		
1. <i>e.g. What are some of the tactics you use to ensure you complete your list of tasks each day?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Competency: team player		
1. <i>e.g. What would you do to ensure you got along with all of our team when you first joined?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Competency: self-learning		

1. <i>e.g. What kind of learner are you, and what support do you expect in a new role?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Competency:		
1.		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
Self-Management:		
If I called your former boss, what would they say your best strengths are? What would you need to improve on?		
When you work hard and perform your job well, how do you like to be recognized?		
Conversely, when making a mistake, how would you like to receive feedback?		
What motivates you?		
Other Questions:		
Thinking about your best boss, what are traits they had that you most admired?		
What are your long-term career goals? 5 Years?		
Interviewers Comments:		Total Rating:
Availability:		

Upcoming vacation/appointments booked?		
Do they need specific days of the week off?		
What are their salary expectations?		
Questions from the Candidate		