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# Interview Guide

## Position: Optician/ Optometric Assistant - Dispensary

Applicant Name:	Interviewing for position:	Interviewer:	Date:
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Foundational Competency Questions:	Comments:	Rating:
<b>Competency: customer service</b>		
1. <i>e.g. Describe the process you take when helping patients select a frame</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
<b>Competency: organisation</b>		
1. <i>e.g. Can you tell me how you organise your time so you can complete follow up calls for patients new to wearing progressive lenses</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
<b>Competency: team player</b>		
1. <i>e.g. Tell me about a time when you have trained a new team member, how did you approach this?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
<b>Competency: self-learning</b>		

1. <i>e.g. What competencies are you working on for your license this year and how are you building these?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
<b>Competency:</b>		
1.		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
<b>Self-Management:</b>		
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?		
<b>Other Questions:</b>		
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:
<b>Availability:</b>		

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