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# Interview Guide

## Position: Optometric Assistant – Pre-Tester

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. Can you explain why its important to give the patient the 'why' to the pre-tests you complete?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
<b>Competency: organisation</b>		
1. <i>e.g. How do you ensure you complete the relevant px information in their file whilst performing the pre-testing?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
<b>Competency: team player</b>		
1. <i>e.g. What other areas in the clinic do you see yourself supporting your team in?</i>		5 High 3 Med 1 Low
2.		5 High 3 Med 1 Low
<b>Competency: self-learning</b>		

1. <i>e.g. How would you approach learning a new piece of technology within the clinic?</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>		