GROUP INTERVIEW PROCESS GUIDE

DIRECTIONS

Use this guide to help you conduct a group interview of multiple applicants.

ESSENTIAL BASICS

As you likely know, finding a new employee can be a very time-consuming process. To help you with this, you'll find the Group Interview to be a very useful tool to use if you have received a large number of resumes from applicants who have not been eliminated through any other process. It allows you to efficiently consolidate your efforts and streamline the initial stage of the interview and selection process. Properly done, you will easily be able to determine from a larger group of candidates which personality and abilities - including literacy and ability to follow instructions - best match what you are looking for, and to determine if their career goals match up with what you are seeking. At the end of the process you'll know who are the best 2 to 5 candidates to invest your time with conducting one-on-one interviews.

SPECIAL NOTE

All .pdf examples mentioned below can be found in the .zip file "Group Interview Document Examples.zip"

STEPS TO SET UP THE GROUP INTERVIEW

1. Review all submitted resumes. Choose the ones that have the qualifications and experience you are looking for.
2. Determine a time and place where you can meet with a group of people. It may have to be after hours or in an office conference room if you have one available in your building.
3. Phone the applicants who appear to be qualified and schedule them to come into your office to complete an application and brief interview which will take about 30 minutes. Schedule all the applicants for the same time.
4. During the phone call note on the resume or piece of paper their phone voice, composure, energy level, motivation and any other significant impressions. After the call, summarize your notes using the "**Interview Notes Form.pdf**". (You will use this form for summarizing all your different interactions with applicants, as covered below.)

PREPARE A PACKET OF PAPERWORK

You will need to prepare ahead of time a packet of paper work that contains the following forms in this order, top to bottom:

1. An application (see "**1_Example Application.pdf**")
2. Questionnaire to help determine their ability to understand what was said and thereby follow instructions. (see "**2_Example Questionnaire.pdf**")
3. Essay form for applicants to state employment goals and their understanding of a dental practice, including a statement to write a short essay. (See "**3_Example Essay Form.pdf**")
4. An authorization form for release of information (see "**4_Example Authorization for Release of Information Form.pdf**")
5. A background check authorization form. The background check company you use will provide you with their specific release. (See "**5_Example Criminal Background Check Authorization Form.pdf**")

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PROCESS FOR CONDUCTING THE GROUP INTERVIEW

When the applicants arrive, welcome them all and deliver a brief statement about the practice including its goals and something you consider unique about the practice. Then briefly discuss the position you are hiring for. It is best to limit all of this to fewer than ten minutes. Then hand out the packets and ask them to fill them out in the order presented.

As the applicants complete their forms, take note of their appearance, interaction with the other applicants, demeanor and reaction to this group interview session.

As each person finishes the paperwork, take him/her individually into a private office to conduct a short interview. This should not take more than 5 minutes or so as you will have quite a few people to talk to. All you want to do is establish a bit more rapport with the person, so you get a better feel for them. Thank them for coming in and take just a few minutes to look over the forms to ensure everything is filled out. Ask if they have any questions and take the time to answer them. Use this short discussion to individually pay attention to their communication skills, demeanor and overall impression. Take notes. Inform the person that you will review the paperwork for each applicant and determine who will be called back for any further interviews.

Before your applicants leave, give them each a card for a complimentary exam at your office. This is optional but could garner new patients even if they are not hired. Thank them all for coming in and let them know that they will be hearing from you within the next few days.

Using the **Interview Notes Form**, summarize your notes on each person from the Group Interview and individual interview.

ACTIONS TO TAKE AFTER THE GROUP INTERVIEW PROCESS

After your applicants have left, review all the Group Interview forms and your summarized note form. On each of the Group Interview forms, pay attention to the following:

Application Form:

- Is their writing neat and legible?
- Is it thorough and complete?
- Does the person job hop?
- Are there unexplained lapses in employment history?

Questionnaire: This questionnaire is simply to see how well each applicant grasped what you told them about the practice and the job. This is a very simple and good test of how well people will learn and follow instructions, both valuable traits for a good employee. Did their answers:

- Show an accurate equivalent of your statement of the goals of the practice?
- Show an accurate understanding of anything you said about the uniqueness of the practice?
- Show a good grasp of what you said about the position you are hiring for?

Essay Form:

- On their answers to the 2 questions and the collection letter, check the spelling, punctuation, grammar and composition. Do they articulate and communicate effectively? This will give you a good feel for the applicant's literacy level, a very important factor in successful training.

- What does the person's goals tell you about her or him?
- Do the goals indicate the person is looking for a long-term position?
- How well do they understand the basic purpose of a dental practice?
- Is the collection letter easily understood, friendly, yet firm? The letter will give you further information on their communication abilities and literacy level.

Begin your overall rating of each applicant using the "**Applicant Evaluation Form.pdf**". (This rating form will be completed fully after the final interviews.)

Based on what you know at this point, determine who are the best people that you want to have back for a one-on-one interview. Depending on the number of people who came in for the group interview, you should have anywhere from 2 to 5 people you want to do one-on-one interviews with.

Call them and set up the time and place for the individual interviews. If you do any personnel testing, and the test/s can be done prior to their arrival, arrange to send the test/s out and give the any instructions needed. Also, send out the release of information form to their former employers.

By using the group interview process you will save hours and hours of work by quickly weeding out the best candidates to interview.