

IN-PERSON INTERVIEW QUESTIONS

DIRECTIONS

Use this quick-reference guide to help you quickly refresh your knowledge interview questions.

ESSENTIAL BASICS

The following questions are general interview questions that can be used. These are a guide and by no means the only questions to be asked, nor do you have to ask all of them.

While interviewing, be aware of the answers and how the candidate responds. Is their communication clear? Are they answering the question that you asked? Or are they giving you information, but no real answer to the question? They should make eye contact and be very definite in their answers. After you have exchanged pleasantries, start with some general questions.

GENERAL QUESTIONS

- What is it you are looking for with this job?
- What experience do you have with (the position being filled)?
- What excites you most about this position?
- What kind of feedback have you had from previous managers, in terms of what you excel at doing? What is something you have been encouraged to do differently?
- What do you think an employer should do for its employees?
- What was the most useful criticism you have ever received? What changes did it make in your life?
- If I ask you to describe you going into your last job, what would you say? How would that description be different now?
- What are your long-term career goals?
- Have you applied for another job elsewhere?
- What type of job are you most comfortable doing? And why?
- What motivates you?
- When were you most satisfied in your job?
- What is your ultimate career aspiration?
- How do you keep a smile on your face when you're having a bad day?
- What three adjectives would a former employer or your former supervisor use to describe you?
- What do you know about our practice?
- Do you have any questions for me?

FINAL NOTE:

As you wrap up the interview, be very clear on how and when you will follow up with the candidate to notify them of a job offer or that they were not the fit. Try to give them estimate of when they will hear back from you. It does not need to be exact but let them know within the next few days. It allows them not to be in mystery and to move on, if needed.

Not getting back to the candidate is more than bad manners, it is bad business. They could eventually be a potential patient or could bad mouth you to someone who may have been a patient.

It is imperative that you keep the promises you make to candidates, even if that means communicating less-than-pleasant news. Even if you can't hire them, the vast majority of candidates will always appreciate any effort to keep them informed. Also, should you ever have an opening for them in the future, you'll be glad you did not burn that bridge.
