

In-person Interview Questions

Use the following list of questions as a guide to help you ask the most relevant questions during an in-person interview.

During the interview, pay close attention to how the candidate responds.

- Is their communication clear?
- Are they answering the question you asked?
- Do they maintain good eye contact?

Questions

- What are you 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 received from previous managers in terms of what you excel at? What is something you've 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?
- How would you describe the "you" at the beginning of your last job? 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? 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 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 by providing an estimate for when they will hear back from you.

Failing to follow up with a candidate is more than bad manners, it is bad business. They could eventually be a future employee, potential patient, or could know potential patients. It is imperative that you follow up, even if that means communicating less-than-pleasant news.