

# Interview Guide and Worksheet

## **Confidential**

Applicant Name \_\_\_\_\_

Date of Interview \_\_\_\_\_ Interviewed by \_\_\_\_\_

***It is a good idea to provide a copy of the job description for which they have applied ahead of time in preparation for their interview. During the interview, jot down your initial impressions to each question while they are still fresh in your mind. Expect that your applicant will be on their best behavior, so while LISTENING to their verbal responses, take time to also observe their non-verbal cues (body language, mannerisms, posture, pauses & hesitations).***

- Why do you want to work here?/Why are you interviewing with us?  
\_\_\_\_\_
- Would you have any difficulty physically helping a patient on or off a chair, or bending to assist with their shoes?  
\_\_\_\_\_
- What kind of work interests you most?  
\_\_\_\_\_
- In what ways do you feel you can contribute to this practice?  
\_\_\_\_\_
- How flexible can you be with your hours? Days?  
\_\_\_\_\_
- What was the biggest challenge you faced (personal or career) and what was the outcome?  
\_\_\_\_\_
- What makes you stand out from others? (Your best characteristics)  
\_\_\_\_\_
- Why did you leave (are you leaving) your last job?  
\_\_\_\_\_
- What are three positive things your last boss/manager would say about you?  
\_\_\_\_\_
- What did you find the most satisfying in your last job?  
\_\_\_\_\_
- How would you describe your short term/intermediate goals?  
\_\_\_\_\_
- What would you say you have been most criticized for?  
\_\_\_\_\_
- Define Teamwork.  
\_\_\_\_\_
- How do you handle stressful situations?  
\_\_\_\_\_
- What motivates you to do an exceptional job?  
\_\_\_\_\_
- What salary are you seeking?  
\_\_\_\_\_
- What have you personally accomplished in your life that has made you most proud?  
\_\_\_\_\_

### **Assessment:**

***1=Excellent, 2=Fair, 3=Needs development***

Appearance & hygiene

Seems honest; Truthful

Arrived on time

Professional conduct; tact

Plus Personality

Positive Attitude

Communicates clearly

Eager to learn

Attentive