

1. Tell me about yourself-

2. How would your co-workers describe you?

3. What do like the most about your present job?

What do you like the least?

4. What interests you the most about this position?

5. How do you feel about the hours?

6. How do you feel about the travel?

7. Do you know anyone employed by MEC?

8. What is your greatest strength professionally speaking?

9. What is your greatest weakness professionally speaking?

10. Is there anything that would keep you from having regular attendance?

11. What characteristic do you find hardest to deal with in a co-worker?

12. Do you have any long term goals?

13. What things would you prefer to avoid in your next job?

What is your expected salary?

14. Some people need constant change around them while other prefer things to remain constant. How would you describe your feeling about this?

When can you start?

Appearance-

Professionalism-

Personality-

Promptness-

Attitude-

Notes:

Tell me about yourself-

Name _____ Date _____

Office _____

Why did you leave your last employer?

Which of your past jobs was your favorite and why?

How much do you know about our practice?

Do you know anyone who works here?

What interests you the most about this position?

How do you feel about the hours?

How do you feel about the travel?

How do you feel about being asked to take on new tasks that somewhat beyond your current position or scope?

What would your references tell me is your greatest strength?

Weakness?

Is there anything to keep you from having regular attendance?

How are your computer/keyboarding skills?

How do you feel about working with needles and possibly blood?

What am I likely to discover about you in 6 months that won't be obvious from our interview?

What characteristic do you find hardest to deal with in a coworker?

What kind of working environment suits you best?

What are your long-term goals?

How does this position fit into those goals?

What aspects of the workplace tend to make you feel the most stressed?

Tell me about an interpersonal conflict you've ever had with a coworker or supervisor.

How were the matters resolved?

What is your expected salary?

When could you start?

Appearance-

Professionalism-

Personality-

Promptness-

Attitude-