

Admission Services Employment Interview Form

Date of Interview: _____

Time: ____ : ____

APPLICANT: _____

INTERVIEWER: _____

What prompted you to apply for this position? _____

What duties or responsibilities have you performed that qualify or make you believe you can be successful in this position.

What were your responsibilities at your former employer? _____

Reason for leaving? (If applicable) _____

On a scale of 1-10 (10 being the best), how would you rate work performance? _____

Why? _____

If rating is less than (9) ask what would make your work performance a 10? _____

How is/was your attendance/tardiness record? _____

What do you think are your major strengths/abilities: _____

Tell me about a customer service experience that you are proud of: _____

What would you have done differently? _____

What are your goals? Short Term 1-3 Yrs. _____

Long Term 5-10 Yrs. _____

If you could pick your days/hours, what would they be? _____

Why? _____

How would you handle situations dealing with the public that are often complex and present challenges?

Are you available to work the following? (Please indicate yes or no next to each one)

Weekends _____

Holidays _____

Alternate Shifts _____

Any restrictions? _____

Requesting Salary _____

Position _____

What motivates/energizes you in the workplace? _____

What do you expect from a Supervisor/Manager? _____

Why should I hire you above all other applicants? _____

Do you have any questions? _____

Interviewer's Notes:/Comments: _____

ASK APPLICANTS THEIR REACTION TO

1. A patient comes into the Emergency Department bleeding, while you are interviewing another patient. What would you do?

2. A physician calls very angry and claims that we lost his orders. How would you handle the call?

Scoring:	1=POOR	2=GOOD	3=EXCELLENT	COMMENTS
APPEARANCE	1	2	3	_____
EYE CONTACT	1	2	3	_____
EXPERIENCE	1	2	3	_____
ARTICULATE	1	2	3	_____
ATTITUDE	1	2	3	_____
FLEXIBILITY	1	2	3	_____
MEDICAL TERM				

(i.e., spell cyst)

Correct ____ Incorrect ____

Applicant being considered for _____ circle one F/T or P/T or Per Diem

Days: _____ Hours: _____ Salary: _____

Replacing: _____