



## NEXT STEPS FOR A GOOD CANDIDATE: Assistant

Have candidate meet existing staff

Applicants name:

Date:

References called:

Starting compensation requested:

Employment availability:

Working knowledge of which computer software programs:

### EVALUATION

Verbal skills

Phone voice

Coachability

Enthusiasm/Energy

Professionalism

Teamwork

## **SUGGESTED ASSISTANT INTERVIEW QUESTIONS**

1. Tell me about your dental assisting experience. What do you like best about assisting?
2. What do you understand is the primary role of a dental assistant with front office responsibilities in our practice?
3. What interests you most about this position?
4. What is most important to you when selecting a new dental home?
5. How would you describe your personality?
6. What contributes to your stress during your workday? How do you deal with stress?
7. What would make you a fit with our team? What expectations do you have when working as part of a team?
8. Tell me about any experiences you've had in working with a dental coach or consultant.
9. Tell me about your people skills.
10. How would you help our patients feel comfortable?

