



Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Back Office Interview Questionnaire**

Phone Screening: _____ Y / N	2nd Interview: _____ Y / N
1st Interview: _____ Y / N	Working Interview: _____ Y / N

**Phone Screening Questions**

1. Are you still interested in and available for this position? Y / N

2. Can you tell me what attracted you to apply for this position? \_\_\_\_\_  
\_\_\_\_\_

4. Hours of Operation: M - Sa 7:30 am - 7:30 pm. Are you available during those hours? Y / N  
Are there any days that will be difficult for you to work, or that you are unable to work? Y / N  
*Explain:* \_\_\_\_\_

3. Typically, for this role, we start between \$\_\_\_\_ and \$\_\_\_\_; with annual raises given based on merit. Does that work for you? Y / N *If no, explain:* \_\_\_\_\_  
\_\_\_\_\_

5. What questions do you have for me? \_\_\_\_\_  
\_\_\_\_\_

**Interview Questions**

1. Tell me a little about yourself. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Why are you interested in, or did you choose, dental assisting as a profession? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Our offices are very fast paced. Multi-tasking is a must. How do you ensure that you complete your duties throughout the day? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Tell me about a time you had to deal with a difficult co-worker, what was the situation and how did you handle it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How would you respond to a patient who becomes nervous and/or upset before a scheduled procedure and tries to leave the appointment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Share an example of when you went above and beyond the "call of duty." \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Why do you think you would be a good fit here at Open and Affordable Dental? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What are your long-term career goals, and how will being a dental assistant help you achieve them?  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you have any questions or additional experience that we did not cover in the previous questions that you'd like to mention? Y / N *If yes, explain:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Notes or Questions Asked:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**On Boarding:**

Job Offered: Y / N *If not, why?* \_\_\_\_\_  
Job Accepted: Y / N *If not, why?* \_\_\_\_\_

Hire Date: \_\_\_\_\_  
Starting Pay: \$ \_\_\_\_\_

- I9    W4    Direct Deposit    Enter Into Payroll    Emp. Manual    Emp. Manual Consents  
 Front Office Manual    System Login    Key(s)    Benefits Info