

**COMPETITION:
Medical
Receptionist**

Date and Time of Interview: _____
Name: _____

- **WELCOME**

- **INTRODUCTION**

As you know we are hiring for a permanent 0.8 position with the FHT
This position reports to the Office
Coordinator
This position hours per week.

(Rate each question out of five points
with 1 being poor and 5 being
excellent.)

A. EDUCATION /EXPERIENCE

1. Review for us your educational background and work experience related to this position.

Medical terminology
Medical transcription
General office admin
Dealing with public

2. What key skills are you bringing with you that would be particularly relevant to this position?

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<p>3. Discuss your computer technology experience and knowledge.</p> <p>EMR experience Scanning experience Microsoft office</p>			
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B. PERSONAL QUALITIES			
<p>1. What are the qualities you could bring to this position?</p> <p>Attention to detail Works well without supervision Team player</p>			
<p>2. What area(s) have you identified for further personal development?</p>			

<p>3. If we asked your current and past supervisors to describe your interpersonal and client service skills, what would they tell us about your overall effectiveness when communicating with others?</p>			
<p>4. Can you tell us what has been one of your most difficult or challenging decisions that you have made recently?</p>			
<p>5. How would you go about establishing and maintaining a solid work relationship with your new supervisor?</p>			
<p>C. TEAM</p>			
<p>1. Give us an example of a time when your positive attitude caused others to be motivated or energized.</p>			

long wait for a referral to a specialist. You see that the referral has come through today and know how relieved she will be at the news. After work, you see her outside working in her garden. You know that this information will make her happy. What do you do?

E. SUMMARY

1. What prompted your application for this position?

2. How soon would you be available to start?

3. Do you have any questions about the position?

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Total score Sections A-D 15 questions in total