

Candidate Evaluation Form

Candidate Name:		Interview Date:	
Interviewer:		Interview Start Time:	
Position Title:	<i>CMA</i>	Interview End Time:	
Desired Salary:			
Available Start Date:			

<p style="text-align: center;">Rating Scale for Responses</p> <ol style="list-style-type: none"> 1. No answer 2. Does not meet expectations 3. Meets expectations 4. Exceeds expectations 5. Outstanding <p>Candidate's Total Score: _____</p>	<p style="text-align: center;">Interviewer Recommendation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hire <input type="checkbox"/> Needs additional interview <input type="checkbox"/> Possible fit for a different position <input type="checkbox"/> Do not hire but keep on file <input type="checkbox"/> Do not hire <p>Comments:</p>
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Question	Rating	Notes
<i>Tell me about yourself and what brought you to this position.</i>		
<i>What past experiences do you have that make you a good medical assistant?</i>		
<i>How would you handle a situation where a patient is upset or angry?</i>		
<i>Tell me about a time you had to resolve a conflict with a clinical team member.</i>		

<i>Describe your work process when juggling multiple clinical tasks.</i>		
<i>How familiar are you with medical technology?</i>		
<i>Do you have any questions for me?</i>		
Additional Questions		