



Dental Success Network

Interview Process:

Introduction:

- Introduce yourself, state your position
- Tour of the office
- Introduction to Doctors, Office Manager, other staff
- Details about the position- Why we are hiring, what the days and hours will be, which office
- Share information about our office- Mission, Core Values, size of the office (ie. How many Drs, staff, locations, etc.) **FAQ DOCUMENT**
- Share job description
- Benefits package we offer (Vacation, Sick Days/Well Bonus, Medical, Dental, CE, Uniform Allowance, 401K) **FAQ DOCUMENT**

Questions:

1. Can you tell me a little bit about yourself?
2. How did you hear about this position?
3. What do you know about our practice? Have you visited our website?
4. Why do you want to work for us? Why are you looking for a new career?



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5. Previous Dental Software Experience? (If coming from another dental office)
6. Tell me about a time that you went above and beyond for a patient/customer/client.
7. Tell me about your greatest professional achievement.
8. Where do you see yourself in 5 years?
9. Tell me how you manage your time and prioritize your day.
10. What made you want to work in the dental field?
11. What are your strengths?
12. What are your weaknesses?



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13. Tell me about a conflict or challenge you've faced at work and how you dealt with it.
14. How would your boss and co-workers describe you?
15. As you read in the FAQ that was sent to you, our core values guide all of our decisions. Can you tell me of a time where you showed/exhibited (CORE VALUE) ver the last few months? Can you provide another example with (CORE VALUE)?
16. Ask Department Specific Questions Now.
17. What are your salary requirements?

Conclusion:

- Give definitive date as to when they will hear back from you
- Set up working interview/second interview
- Have Jen contact them directly if they have specific questions regarding benefits
- Ask for references if not already provided, call on references within the next week or 2