

Candidate Evaluation Form

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

Rating Scale Responses	Interviewer Recommendation
<ol style="list-style-type: none"> 1. No answer 2. Does not meet expectations 3. Meets expectations 4. Exceeds expectations 5. Outstanding <p>Total Score: _____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Hire <input type="checkbox"/> Needs additional interview <input type="checkbox"/> Possible fit for different position <input type="checkbox"/> Do not hire but keep on file <input type="checkbox"/> Do not hire <p>Comments:</p>

Questions	Rating	Notes
<i>What past experiences have prepared you to become a medical scheduler?</i>		
<i>What types of scheduling software are you familiar with?</i>		
<i>How would you handle last-minute patient or provider cancellations?</i>		

Questions	Rating	Notes
<i>How would you handle a phone call with a patient who is upset about getting a later appointment slot?</i>		
<i>What would your process for sending follow-up reminders to patients look like?</i>		
<i>Describe your approach to staying organized during a busy day of scheduling multiple patients.</i>		
<i>What steps do you take to maintain patient privacy and confidentiality?</i>		
Additional Questions:		