

Candidate Evaluation Form

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

Rating Scale Responses	Interviewer Recommendation
1. No answer 2. Does not meet expectations 3. Meets expectations 4. Exceeds expectations 5. Outstanding Total Score: _____	<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 Comments:

Questions	Rating	Notes
Tell me about yourself and what interested you in the CMA position.		
What past experiences do you have that make you a good medical assistant?		
How would you handle a situation where a patient is upset or angry?		

Tell me about a time you had to resolve a conflict with a clinical team member.		
Describe your work process when juggling multiple clinical tasks.		
How familiar are you with the medical technology that's used in the medical assistant role?		
Do you have any questions for me about the CMA position, or this facility?		
Additional Questions:		