

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DENTAL RECEPTIONIST

1	What experience do you have working as a dental receptionist?	1 2 3 4 5	
2	How would you handle a situation where multiple patients arrive simultaneously and only one dental assistant is available?	1 2 3 4 5	
3	What software platforms are you familiar with for managing patient records and appointments?	1 2 3 4 5	
4	What methods do you find work best for communicating with patients?	1 2 3 4 5	
5	How do you handle difficult or irate patients?	1 2 3 4 5	
6	What is the most crucial trait of a successful dental receptionist?	1 2 3 4 5	
7	What do you think are the biggest challenges that come along with the job?	1 2 3 4 5	
8	How do you stay organized and efficient throughout the day?	1 2 3 4 5	
9	What are your availability and scheduling needs?	1 2 3 4 5	
10	Do you have any questions for me about the job opening?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?	1 2 3 4 5	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.