

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MEDICAL ASSISTANT

1	What are your duties as a Medical Assistant?	1 2 3 4 5	
2	How would you describe your experience working with patients?	1 2 3 4 5	
3	What is the most difficult situation you have encountered as a Medical Assistant?	1 2 3 4 5	
4	Are you comfortable taking medical histories and recording patient information?	1 2 3 4 5	
5	Have you ever administered medication to a patient? If yes, explain.	1 2 3 4 5	
6	Can you tell me about your experience working with electronic medical records?	1 2 3 4 5	
7	Are you knowledgeable about medical terminology?	1 2 3 4 5	
8	Do you have any experience with laboratory processes?	1 2 3 4 5	
9	How do you handle stressful situations in a professional manner?	1 2 3 4 5	
10	What do you know about HIPAA compliance and patient confidentiality?	1 2 3 4 5	
11	Do you stay up to date on changes in the healthcare field?	1 2 3 4 5	
12	Describe how your communication skills would be an asset in this role.	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	

CRITERIA

SCORE (1-5) NOTES

Directional Fit

A step forward, or backward, in their career?

12345

RECOMMENDATION

☐ Advance

☐ Hold

☐ Decline

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

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