

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MEDICAL OFFICE ASSISTANT

1	What experience do you have working in a medical office?	1 2 3 4 5	
2	Do you have any knowledge of medical terminology?	1 2 3 4 5	
3	What computer programs are you familiar with?	1 2 3 4 5	
4	Are you comfortable handling patient information?	1 2 3 4 5	
5	Have you ever performed sterilization procedures?	1 2 3 4 5	
6	Can you explain your billing and insurance experience?	1 2 3 4 5	
7	What would be your ideal job duties in a medical office setting?	1 2 3 4 5	
8	How would you handle a difficult patient situation?	1 2 3 4 5	
9	Do you have any experience sterilizing medical equipment?	1 2 3 4 5	
10	What techniques do you use to stay organized and manage your time effectively?	1 2 3 4 5	
11	Are you comfortable working with electronic medical record systems (EMR)?	1 2 3 4 5	
12	What challenges have you faced in a previous medical office 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?

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.