

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MEDICAL OFFICE MANAGER

1	What experience do you have managing a medical office?	1 2 3 4 5	
2	What type of administrative and operational experience do you have?	1 2 3 4 5	
3	What are some of the challenges you faced in your previous roles?	1 2 3 4 5	
4	How did you go about solving them?	1 2 3 4 5	
5	Tell me about a time when you had to manage a difficult situation.	1 2 3 4 5	
6	Tell me about a time when you had to manage a project.	1 2 3 4 5	
7	What is your budgeting experience like?	1 2 3 4 5	
8	Can you tell me about the medical supplies that you are familiar with ordering and stocking?	1 2 3 4 5	
9	What do you think are the necessary skills for a successful Medical Office Manager?	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.