avaHR

Optometric Assistant Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · OPTOMETRIC ASSISTANT

1	What experience do you have working with patients?	① ② ③ ④ ⑤	
2	What experience do you have working with doctors?	① ② ③ ④ ⑤	
3	Do you have any certifications or licenses in optometry?	① ② ③ ④ ⑤	
4	What is your education and training in optometry?	① ② ③ ④ ⑤	
5	Are you comfortable working long hours, including weekends and holidays?	① ② ③ ④ ⑤	
6	Tell me when you encountered a difficult patient or situation and how you coped.	① ② ③ ④ ⑤	
7	What experience do you have in a clinical setting?	① ② ③ ④ ⑤	
8	How would you handle filling prescriptions for eyeglasses?	① ② ③ ④ ⑤	
9	What is your take on the doctor-patient relationship?	① ② ③ ④ ⑤	
10	What do you think are the most important qualities of an Optometric Assistant?	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.