

| CANDIDATE | INTERVIEWER | DATE | STAGE |
|-----------|-------------|------|-------|
|-----------|-------------|------|-------|

INTERVIEW QUESTIONS · VETERINARY RECEPTIONIST

|    |                                                                                                         |           |  |
|----|---------------------------------------------------------------------------------------------------------|-----------|--|
| 1  | How would you deal with demanding customers or situations?                                              | 1 2 3 4 5 |  |
| 2  | Have you ever had to handle any medical emergencies while on the job?                                   | 1 2 3 4 5 |  |
| 3  | Do you have any experience with booking appointments or managing a schedule?                            | 1 2 3 4 5 |  |
| 4  | What software or systems are you familiar with using? Are you confident using Microsoft Word and Excel? | 1 2 3 4 5 |  |
| 5  | Would you be comfortable handling animals?                                                              | 1 2 3 4 5 |  |
| 6  | What are some of the challenges that you anticipate in this role?                                       | 1 2 3 4 5 |  |
| 7  | How do you think you would be successful in this position?                                              | 1 2 3 4 5 |  |
| 8  | What qualities do you have that make you a good fit for this job?                                       | 1 2 3 4 5 |  |
| 9  | What are the essential attributes of a successful veterinary receptionist?                              | 1 2 3 4 5 |  |
| 10 | What do you think the most important responsibilities of a veterinary receptionist are?                 | 1 2 3 4 5 |  |

OVERALL ASSESSMENT

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