

# Allied Health Recruitment & Training Tool Kit

## INTERVIEW GUIDE

**Position Title** \_\_\_\_\_

### Rating Guide

<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Meets and exceeds all expectations for position.	Strong candidate, room for improvement.	Does not possess skills necessary for position.

### Summary of Observations

<b>PERFORMANCE COMPETENCIES</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Education/Certification			
Prior Related Experience			
<b>OPHTHALMIC TECHNICAL COMPETENCIES</b>			
Medical Equipment			
Medical Knowledge			
Medical Terminology			
Patient Interaction			
<b>GENERAL OFFICE SKILLS</b>			
General Computer			
Insurance Knowledge			
Patient Documentation			
Federal Regulations			

<b>Strengths</b>	<b>Development Needs</b>

### Comments

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### Hiring Recommendation

- < > Consider for this position
- < > Do Not Pursue
- < > Hold (see comments section above)