**Questions to Ask in an Interview**

The following are examples of questions you can ask during a telephone, online or face-to-face interview. As you listen to and evaluate responses, keep top of mind the style of your practice, its mission and values and the personalities of those who already work there. Throughout the interview, ask yourself if the candidate is a good fit with all of the above.

1. **Why are you are interested in this position?***This reveals a person’s motivation.*
2. **What skills and experience do you possess that will make you successful in this role?**
*You are looking for the skills, experience and key qualities required to perform the role.*
3. **What qualities do you think are important to perform this role?**
*You are looking for a match between this answer and the answer to the above question.*
4. **Why are you looking to leave your current position?***This answer can tell you a lot about a person’s motivation. Responses can range from “I hate my boss” to “not enough hours”, “location not convenient” to “not using my full range of skills and abilities”.*
5. **What are your strengths and weaknesses?**
*You want the answer to be aligned with your needs.*
6. **What are some things you like or liked about your current or last job? What are some things you dislike(d)?***This helps assess fit for the position.*
7. **What are your short-term and long-term career goals?** *Response may give you an indication of retention.*
8. **Do you prefer to work independently or as part of a team?***There is no right or wrong answer to this question. The response you are looking for is one that matches your needs. Are you looking for someone to work on his or her own or closely with a team?*
9. **Tell me about a time you dealt with a difficult patient/client/customer.***Shows patient/client service abilities, as well as creativity and resourcefulness.*
10. **Tell me about a time you introduced a new idea or made something better at work.***Shows proactive behaviour and initiative.*
11. **Tell me about a challenging situation or problem you faced and how you solved it?**
*The answer provides insight into the person’s thought process when faced with a problem. You are looking for a demonstration of initiative, analysis, consideration of options and consequences and good decision making.*
12. **Tell me about a time you had to think on your feet?**
*You are looking for a demonstration of good judgment and decision making. You may not always be accessible so it’s important to hire someone who can think fast and make sound decisions.*
13. **Tell me about a time you made a mistake and what you learned from it.**
14. **Tell me about a time you had to communicate with someone whose communication skills were not very good. How did you understand what the person wanted and how did you communicate your message?***This response indicates patience and an ability to think outside the box. Good examples are dealing with language barriers and/or persons with disabilities.*
15. **How would your manager and co-workers describe you?** *Although this response is somewhat subjective, it provides you with an idea of how others perceive the person.*