

Employee Hiring Worksheet

From the AAPPm Resource Center



American Academy of Podiatric Practice Management

10 Maple Street, Suite 301, Middleton, MA 01949

978-646-9091 Phone 978-646-9092 Fax office@aappm.org www.aappm.org

Employee Hiring Worksheet

Confidential

Prospective Employee Name _____

Date of Interview _____ Interviewer _____

Start by explaining the position for which they have applied. Then as you ask your questions, jot down brief notes just below each one. Listen to their responses but in the course of doing so, observe their body language and pay special attention to any pauses and hesitations.

Some of the things to look for during the interview

- | | | |
|--|---|--|
| <input type="checkbox"/> Personal appearance/hygiene | <input type="checkbox"/> Professional conduct | <input type="checkbox"/> Speaks clearly |
| <input type="checkbox"/> Seems honest | <input type="checkbox"/> Discreet | <input type="checkbox"/> On time for appointment |
| <input type="checkbox"/> Open to learning | <input type="checkbox"/> Sensitive, listens | <input type="checkbox"/> Cheerful and interested |

Why did you apply for this job? _____

Tell me about your qualifications and skills as you see them for the position I have described.

Do you have any physical conditions which may limit your ability to perform this job?

If you could design the ideal job for yourself, what would it be like?

How do you feel you have contributed to your last job? _____

What characteristics about yourself do you like best?

Why did you leave your last job? _____

What do you think motivates you to do an outstanding job?

How flexible can you be in your working days and hours?

Would you have any objections to my contacting your present employer as one of your references? _____

Describe your short and long term career goals

What accomplishment, event, project, etc. were you most proud of?
