

Employment Interviewing

Dentistry: sample questions.

Agenda Setting Questions: These questions are broad 'opener' questions, and the best strategy is to respond with a summary of your academic training, professional skills and experience and interest in the position.

1. Can you walk me through your resume?
2. Why are you interested in this position?
3. Tell us about you.
4. So, I see you are presently completing your degree at UCSF...?

"Key Skills for the Position" Questions: After agenda setting question, interviewers will focus on questions that help them understand if you have the required skills to do the job.

Clinical skills:

1. Can you talk about your range of experience with dental equipment?
2. Can you talk about your range of experience regarding general and specialized dental procedures?

Interpersonal/communication/ people management skills:

1. A patient arrives late for her appointment. Tell me how you would handle that situation.
2. A patient is frustrated because she had been kept waiting for her appointment. How would you handle that situation?
3. A patient insists on a particular treatment plan that you do not agree with – how would you address that situation?
4. A parent's behavior is agitating your pediatric patient in the chair. How would you handle that situation?
5. A new patient is clearly experiencing anxiety? What steps would you take to alleviate their concerns?
6. Tell me about a time you had a disagreement with a staff member. How did you *handle it*?
7. (*Experienced clinicians*) Have you ever had to teach a staff member a clinical technique?
8. (*New clinicians*) Can you talk about a time you had to teach someone something new?
9. (*Experienced clinicians*) Talk about your approach and experience in managing clinical and administrative staff.
10. (*New clinicians*) I see that you were president of ADEA. Talk about your approach and experience in managing that group.
11. Tell me about a time you had a disagreement with a colleague. How did you handle it?

Management/leadership/initiative:

1. Tell me about a time you initiated and implemented a new procedure, program or system, that you are proud of. (It can be dental or non-dental, employment or volunteer related)
2. If our patient volume decreased, how would you be part of the solution of increasing our clientele?

Concerns/Curiosity Questions: After determining that you could technically do the job, interviewers often try to tease out why you are interested in the position, and any barriers to you doing the position successfully.

Your learning curve:

1. What will be your learning curve?
2. Now that you understand the responsibilities of the position – what do you think will be most challenging for you?
3. How would you describe your weaknesses in terms of your clinical skills, and what do you need from us to address/develop those skills?
4. Which CE courses are you interested in completing, and why?

What motivates you as an employee (which will help an employer determine how to manage and keep you as a long term employee):

1. How would you describe your work ethic and approach to practicing dentistry?
2. What do you think is most enjoyable/rewarding about being a dentist?
3. Describe qualities that you think are key to a thriving practice?
4. What qualities are you looking for in the practice you join/how do you define a successful practice?
5. Where do you see yourself in five years?
6. What are you most proud of to date about your dental career?
7. What clinical skills do you wish to develop?

Questions to Ask Employers:

1. Can you tell me about your patient population?
2. Can you tell me about the volume of patients?
3. What are the main types of clinical procedures/issues at this practice?
4. Can you tell me about the type of equipment used here?
5. What qualities are you looking for in the successful candidate?
6. What qualities or skills do you think the selected candidate will have to possess to succeed in this job?
7. What do you think will be most challenging for the selected candidate in the first 6 months?
8. What are some of the changes that you have seen in the practice in the last year. What are some challenges you anticipate in the next year?
9. How does this position interact with your position?
10. Can you talk a little about how you orient new staff into the dental team?
11. How would you describe the culture, management style and organization here?
12. (To ask a direct supervisor) How would you describe your management style?
13. What is the next step in the hiring process?