Certified Medical Assistant

Candidate Evaluation Form

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Candidate Name		**Interviewer**	
Position Title		**Interview Date**	
Desired Salary		**Interview Start Time**	
Available Start Date		**Interview End Time**	

Rating Scale Responses	Interviewer Recommendation
1. No answer 2. Does not meet expectations 3. Meets expectations 4. Exceeds expectations 5. Outstanding **Total Score: _____**	☐ Hire ☐ Needs additional interview ☐ Possible fit for different position ☐ Do not hire but keep on file ☐ Do not hire **Comments:**

Questions	Rating	Notes
Tell me about yourself and what interested you in the CMA position.		
What past experiences do you have that make you a good medical assistant?		

How would you handle a situation where a patient is upset or angry?		
Tell me about a time you had to resolve a conflict with a clinical team member.		
Describe your work process when juggling multiple clinical tasks.		
How familiar are you with the medical technology that's used in the medical assistant role?		
Do you have any questions for me about the CMA position, or this facility?		
Additional Questions:		