

Interview Evaluation Form
Interview Questions

Interviewee _____

Interviewer _____

	DUTIES/TASK	Q/NQ	M/P	QUESTIONS	APPROPRIATE RESPONSE	NOTES
1	General		M	Why are you interested in working for the Center for Health and Technology?	Demonstrate enthusiasm, an interest in technology, in health care and a developing program.	
2			P	Please describe your work experience and why you feel it has prepared you to successfully perform the duties of this position?	Response should include home telehealth or related experience, new program development experience.	
3			M	Scenario: You are about to turn on the telehealth equipment in the patient's house. You notice that there are missing cables from your bag and the patient's family has verbalized their hesitancy in having this equipment in the home. What do you do?	Demonstrates logical approach to problem solving. Starting with the simplest solution first.	
4	Training and Interpersonal skills		M	Scenario: We are talking on the telephone and I have limited knowledge of my home telehealth equipment. I am having a problem with getting a connection. Please instruct me on how to trouble-shoot this problem.	(1) Demonstrates analytic skills (2) Demonstrates ability to teach applications. (3) Demonstrates ability to customize training to situation.	
5			M	Scenario: How do you handle when the patient tells you that the equipment is not working correctly, but you find that the equipment works just fine when you get to the home.	Demonstrates a diplomatic, collaborative approach to problem solving and good communication skills. Demonstrates effective customer service skills.	
6	Adaptability & Flexibility skills		M	Have you ever had your project priorities redefined by politics or with little notice? How did you cope with this?	Ability to think under pressure, demonstrate resourcefulness and flexibility. Ability to priorities and re-priorities quickly and assess the situation.	
7	Organizational Skills		M	Give specific examples of your ability to accurately meet deadlines.	Indicated if prioritization can be achieved and deadlines met.	
8			M	Give an example of a situation or project that required your organizational skills and	Indicates ability to complete various projects requiring several steps, switch between projects and prioritize,	

				resourcefulness to complete a multi-task project.	produce a high volume of work.	
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	DUTIES/TASK	Q/NQ	M/P	QUESTION	APPROPRIATE RESPONSE	NOTES
9			M	Give an example of a very stressful work environment that you have experienced. How did you cope with this?	Demonstrates maturity, good judgment and problem-solving. Communication skills expected.	
10	Interpersonal Skills		M	Scenario The Center for Technology has developed and implemented new policies and procedures in order to streamline and improve the overall patient care process. After several weeks on the job it becomes obvious that a few staff members consistently refuse to follow established procedures. How would you handle this problem?	Candidate will be able to resolve problem by using good communication and diplomacy – and relying on approved CHT policies and procedures. Ability to be direct and commanding w/out offending.	
11			M	If I were to call your most recent supervisors, what would they say are 3 of your strengths and 3 of your weaknesses?	Demonstrates the ability to self-assess Professionalism, ability to meet deadlines, set goals and meet them, positive, customer-service attitude.	

Q/NQ= Qualified/not qualified; M/P = Mandatory/Preferred

Thank you for coming in today to interview. Is there anything we have not asked that you feel is important for us to know when evaluating your qualifications for this position?