

WARWICK ANIMAL HOSPITAL, PLLC

RECEPTION INTERVIEW QUESTIONNAIRE

Please answer the following questions:

1. Do you have a habit of being late to work?
2. Would any of your past employers say you have a punctuality problem?
3. Do you have any reason to have a high absenteeism from work? (i.e. medical, personal)
4. Does a schedule that changes on a weekly basis present any problems? if so, explain
5. We close at 6:00 p.m. but there are times you may not leave until 6:30 p.m. Would this be a problem?
6. Rate your telephone skills –
7. This is a fast paced job that requires a person who can multi-task. Rate your ability to multi-task –
8. What is your level of computer experience? What types of computer work have you had at prior jobs?
9. What is your greatest strength?
10. What is your greatest weakness?
11. Rate your ability to learn
12. How would you handle an unhappy client?
13. How would you handle a client that called with a sick animal, but had no money?
14. Have you ever left a job without giving a 2-week notice?
15. In case of emergencies, do you have any illnesses or physical problems that we need to be aware of? i.e diabetes, back injury, pregnancy, asthma or allergic condition? Who should we contact in case of emergency?