



APPLICANT QUESTIONNAIRE

Name of Applicant: _____ Position applied: _____

Expected Salary (hourly or per visit): _____ Phone Number: _____

1. **Professional ability:** What are the three biggest accomplishments in your field of practice or profession? Why?

2. **Communication skills:** Others can usually communicate fairly well, but still others have difficulty speaking and stating a point of view so that listeners understand. Rate your communication ability and state reason why:

__ Don't know __ Poor __ Below Average __ Average __ Above Average __ Outstanding

3. **Objectivity:** How would you express your opinions or ideas to someone with whom you generally have differences of opinion? Others seem unable to separate what is being said from the person saying it and are unable to judge an idea on its merits.

4. **Dependability:** Please cite an example on how you help out in situations where others are hesitant to offer their services and often don't carry through even when they accept a job?

5. **Leadership:** Describe a situation where you display the potential to command respect and show leadership qualities, temperament, social skills, and appearance. Others who command little respect, are not sought out as leaders, and create a negative impression on those with whom they come in contact. Describe your leadership qualities.



6. Teamwork/Interdisciplinary collaboration: In your past work experiences, how were you able to work collaboratively with others, especially others specializing in different healthcare disciplines? Can you cite an example of teamwork or interdisciplinary collaboration from your previous work experience?

7. Cooperativeness: Others are willing to accept direction from a supervisor and to listen as well as to speak, while others find it very difficult to work in a subordinate role, to serve on a project, and to work effectively with fellow employees and not affected by personal issues. How would you describe your willingness to cooperate in different projects and work situations?

8. Maturity: Some people always seem to be in control of themselves and their emotions while others lose their temper easily or get very upset when things don't go their way. When did you experience a situation when your general maturity and stability in the workplace is needed?

9. Persistence: Others persist at a job even though there are many frustrations involved in seeing it through. How would you rate your persistence in any job offered to you and why?

Don't know Poor Below Average Average Above Average Outstanding.

10. Company involvement: Based on your past work history, did you have involvement in inter-company events, and participate in special committees or meetings designed to help your company to succeed? Others rarely attend such functions and know very little about the company they work for and its various activities.



11. Overall qualifications: Why are you applying for this job? What can you offer the agency? This interview process will continue to be instrumental in upgrading the quality of applicants applying for a job at our agency. In order to do so, we must recruit candidates of high integrity who have a love for the job they are applying for and the best interests of the company they work for at heart.

Do you have any additional comments that may help your application?

Interviewee's Signature: _____ Date: _____
Supervisor's Signature: _____ Date: _____
Administrator: _____ Date: _____

Original: Applicant's Personnel File
Copy: Employee, Supervisor