



ADAAMA

PRACTICE MANAGER'S RESOURCE



AUSTRALASIAN DENTAL ADMINISTRATORS AND MANAGERS ALLIANCE
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HOW TO PERSONLISE YOUR TEMPLATED DOCUMENT:

To personalise this document, I suggest you insert your own practice logo, it is really simple to do, just double click on the ADAAMA logo, delete this and insert your practice logo, you only need do this on the first page then it will replica throughout the document.

This document has been supplied to you in word document so you have the ability to amend it to suit your individual practice.

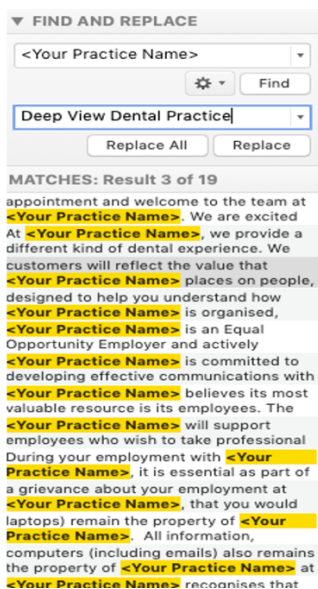
Personalise the practice name by clicking on the top right hand search in the word document and entering <Your Practice Name> as below



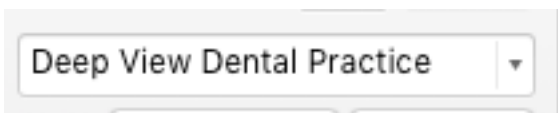
If you then click on the dropdown arrow next to the <Your and hit 'replace'



On the left hand side you will see the following:



If you enter your practice name in this example I have used:



This will change all the <Your Practice Name> to Deep View Dental Practice throughout the entire document.

The same applies if the highlighted yellow says 'Dentist Name' or 'Practice Manager'

If you have any issues with this, please send us an email and we will try to help you.

If there is anything else we can help you with, please do not hesitate to contact us.

Interview Record Form

Name of applicant	
Position applied for	
Date of interview	
Interviewer	

Summary of Interview

Specifications	Weighting (mark out of)	Comments
1. Appearance/preparation	/10	
2. Relevant training/qualifications	/10	
3. Exact responsibilities and activities of current job	/10	
4. Tell me 3 things about yourself	/10	
5. Why did you apply for this vacancy	/10	
6. Why are you leaving your current job	/10	

7. Where can you see yourself in 3 years	/10	
8. How would you go about building relationships in a new Practice	/10	
9. What factors are crucial within a Practice and must be present for you to work most effectively	/10	
10. What are your strengths	/10	
11. What are your weaknesses	/10	
12. If I were to interview people who you have worked with in the past, how would they describe your work ethics	/10	
13. Describe what you can add, as an individual, to a Practice's culture and work environment.	/10	
14. Computer skills	/10	
TOTAL SCORE	/140	

What salary are you seeking?	
How flexible are you?	

Comments

Is this candidate suitable for the position?	
When are they available to start work?	
Do we want to proceed with this application – comments?	

Interview Results

	Yes / No	Date
Short listed		
Job offer		
Refusal		
Hold on file		

Signed _____

Date _____