



ADAAMA

PRACTICE MANAGER'S RESOURCE



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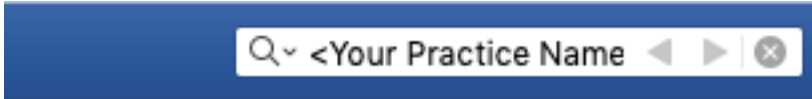
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HOW TO PERSONLISE YOUR TEMPLATED DOCUMENT:

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.

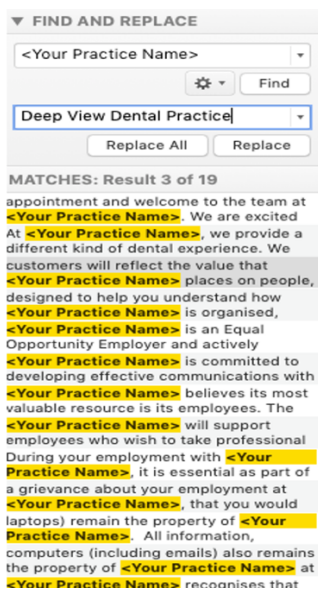
Personalise the practice name by clicking on the top right hand search in the word document and entering <Your Practice Name> as below



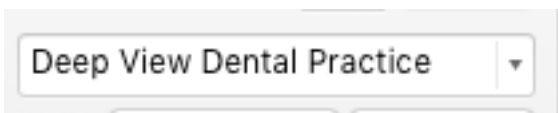
If you then click on the dropdown arrow next to the <Your and hit 'replace'



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.

Other Interview Questions

Questions about their most recent position:

- What circumstances led to your employment at?
- What most influenced your decision to work there?
- What are (were) your day to day responsibilities?
- What are (were) the most important dimensions of your position?
- What are (were) your key responsibilities and/or objectives?
- Describe the kind of client contact you have had at?
- Which of your responsibilities have you performed particularly well?
- In what ways could your performance be improved?
- What steps have you taken to improve in these areas?
- What aspects of the position do you enjoy the most?
- What aspects do you enjoy the least?
- What do you consider to be a stressful situation in your current position?
- Why are you seeking to make a career change at this time?
- What types of people do you work best with in your current position?

Questions About Their Other Work Environments:

- Of the businesses you have worked for in the past, which did you like the most?
- Of the businesses you have worked for in the past, which did you like the least?
- Which positions/duties have you liked the most?
- Which positions/duties have you liked the least?
- Of the various environments in which you have worked, in which were you most productive?
- Which of your past positions have best prepared you for this job?
- Tell me about a manager who managed you well and why (and poorly and why)?

Questions About Their Personal Effectiveness:

How would you describe yourself?

What do you consider to be your greatest strengths?

In what areas could you improve?

What was the worst mistake you have ever made in a position and how did you handle it?

Where do you see yourself career-wise in three to five years?

How does this position we are discussing today pertain to these career aspirations?

If you could create the ideal job for yourself, what would that look like?

Why are you attracted by this position we are discussing today?

What attracts you to a career in dentistry?

Define for me what you think constitutes "patient service" in a dental practice.

What personal qualities do you think are necessary to do this job well?

Clinical Questions:

When interviewing for positions that require licensure (i.e. dental hygienist, therapist, or chair-side assistant) and the applicant has held this position previously, be sure to also have a checklist of questions pertaining to the clinical aspects of the job.

For example:

How have you kept up to date on current dental hygiene?

How have you kept up to date on the latest sterilisation techniques?

Describe your general sterilisation techniques. For instance, for materials going to the lab, for maintaining sterility while charting, etc.

Describe how you would respond to an emergency situation such as (choose one pertinent to your type of practice).

What was the most difficult clinical situation you were involved in with a patient and how did you handle it?