



Dental Assisting Candidate– Interview Questions

The Interview Process

All applicants should be required to complete an employment application prior to being interviewed. Though resumes are helpful, they often do not contain the range of information that an employment application can reveal.

It is recommended that you conduct a phone interview prior to inviting a candidate to an in-person interview. The questions below are categorized as such. If the candidate does not have prior work experience, use “classmate” or “teacher” in place of “customer, coworker or supervisor.”

When interviewing multiple candidates, it is recommended to follow the same interview question format for all candidates. The below questions can serve as a template to ensure consistency across all candidates interviewed. Further, each question includes a section for the employer to make notes about the candidate’s response.

Candidate Name:

Interview Date:

Phone Interview Questions:

Why are you seeking new employment?

Notes:

What are you looking for in this role?

Notes:

Why are you interested in becoming a Dental Assistant?

Notes:

What interests you about working in dentistry?

Notes:

Our practice hours are _____. Are you able to work those hours? (Make note if there is any flexibility regarding work hours.)

Our expectations are _____. (Utilize job description as a guide)

Notes:

Managing Expectations about Dental Assisting

Candidates being interviewed may have little or no experience in a dental practice setting. It is important to manage a candidate's expectations and to gauge whether the candidate will be successful in the work setting as a dental assistant. If you would like to invite the candidate for an in-person interview, outline expectations of the position so the candidate is more aware of the role prior to scheduling the in-person meeting.

- The role involves a lot of walking, stooping, moving from sitting to standing quickly and being on your feet most of the day.
- The job involves exposure to the following
 - Bodily fluids - such as saliva, blood, pus.
 - Odors - bodily or from dental supplies / materials.
 - Loud noises from equipment such as the ultrasonic, suction, handpiece.
- The position involves wearing Personal Protective Equipment for multiple hours a day – such as respirators, surgical masks, eye protection, gloves and gowns.
- The job requires computer proficiency to complete the online curriculum and to record patient charting accurately. There is also practice management software used in the practice that you need to learn to perform your duties. (List or describe any such programs used in the practice.)

In-person Interview Questions:

How would you describe yourself?

Tell me about a time when you met a challenge in a prior role. How did you handle the situation? What about that situation makes you feel ready to become a dental assistant?

Notes:

Describe an achievement that made you proud. How much time and effort did you put into accomplishing this achievement?

Notes:

Describe your favorite job or a favorite boss and tell me why they or it was/is your favorite.

Notes:

Describe what you believe an average day as a Dental Assistant looks like.

Notes:

Describe a situation when you had to deal with a difficult customer/co-worker/employer. How did you handle it?

Notes:

Describe a time that someone constructively criticized your work. How did you respond?

Notes:

How do you determine priorities when scheduling your time? Give me some examples.

Notes:

How do you best learn a new task or skill? (Look for responses about reading/studying; by being shown how to do a task; by asking questions when stuck.)

Notes:

What languages do you speak or write fluently? (Only if applicable to your specific practice.)

Notes: