

# Medical Staff Recruitment – Interview Toolkit

The following document is designed to assist Search and Selection Committee members with the interview process. All departments may use this toolkit when proceeding through the recruitment process

## INSTRUCTIONS:

1. Select the interview questions from the list below (8-12 questions are recommended). Selected questions can be copied and pasted into the Interview Questions and Scoring table. Custom questions can also be used if desired.
2. Print a copy of the Interview Questions and Scoring table for each member of the Search and Selection committee participating in the interview.
3. Score the applicants during the interview using the scoring table provided
4. All documents used during the interview must be forwarded to the Administrative Assistant that organized the interviews for appropriate record keeping.

## RECORDING THE INTERVIEW

All questions used, responses provided by the candidate, and scoring should be recorded. A template is provided attached to this guide.

**NOTE:** Each candidate **MUST** be asked the same set of questions.

## SCORING

Candidates should be scored for each question using a 5 point scale. A guide for scoring is provided here as a reference:

| Scoring Summary:   |
|--|
| 5 – Candidate demonstrates all the desired qualities, superior insight and provides excellent examples |
| 4 – Candidate demonstrates all of the desired qualities for the position and provides good examples    |
| 3 – Candidate demonstrates most of the desired qualities and could meet the expectations of the role   |
| 2 – Candidate demonstrates some of the desired qualities and responses lack depth / insight            |
| 1 – Candidate does not demonstrate the desired qualities and responses / examples are poor             |

## QUESTIONS

Depending on the nature of the vacancy, committee members might consider some of the following questions during the interview. These are sample questions only. Questions may be adapted as needed or custom questions can be used.

### Introduction:

- Tell us about yourself. What initially drew you to become a \_\_\_\_\_ and why are you interested in this position?
- Can you walk us through your CV and tell us about your most relevant clinical experiences?
- Tell us why you're interested in working in BC / Fraser Health.

### Communication:

- Tell us about a time that you had to convey a difficult message/diagnosis to a patient and/or their family. How was that received by the patient/family? Would you do anything different next time?
- Tell us about a time that you had to confront a colleague regarding a matter of patient care. How was that received and would you have said/done anything differently?
- Describe for me a situation where you persuaded team members to do things your way. What was the effect?
- Describe how your communication skills have changed through your training and career.

**Clinical Work:**

- Describe a clinical situation where there was a serious complication. How did you interact with other members of the team involved in managing the care (nursing, anesthesia, surgery, etc.). What did you learn from the case and what would you do differently in the future?
- What do you feel are the most important contributions you have made to your practice, community, and hospital? What do you feel you can bring to the FHA?
- What would you need from your Department and local hospital to help you provide optimal care for this community?
- What part(s) of clinical medicine are you best at? What do you find most challenging about your specialty? How do you manage those challenges?

**Leadership:**

- Give an example of a situation where you took on a leadership role. What was the most difficult decision you had to make under that role?
- Tell us about a time when you were able to step into a situation, take charge, muster support and achieve good results.

**Team Work and Collaboration:**

- Tell us about a case you were involved in that required assistance from multiple disciplines. What was your role? How did you ensure that the continuity of care was maintained?
- How would other health professionals in your current team describe you and your work?
- Tell us about a difficult situation you faced with a colleague? How did you handle it and would you say/do anything differently next time?

**Self-Awareness and Stress:**

- How do you think your current colleagues would describe you and the way you practice?
- What are your greatest strengths? How about weaknesses? How do you mitigate your weaknesses?
- Clinical work is inherently stressful. Tell us how you manage stress in the workplace?
- How do you organize and prioritize your clinical work to ensure success on any given day?
- What do you do to gauge your own stress level? How do you ensure you don't burn-out?
- What do you do to maintain work-life balance?
- Of what volume or pace of work do you feel most comfortable? If your work environment consistently exceeds that volume, how do you handle that stress?

**Medical Education and Research:**

- What has been your experience with research up to this point in time? What are your research interests?
- How do you see yourself participating in Clinical teaching in Fraser Health?
- If medical students you have taught were asked to describe your teaching skills, what would they say?
- Can you describe a time when you felt that a student needed to receive negative feedback and how you provided that feedback
- Describe your clinical teaching experience. Would you participate in clinical teaching at FH? In what way(s)?
- In your career, what has been the most impactful CME that you have participated in? Why was it so impactful?

**Conclusion:**

- Do you have any questions for us?
- Is there anything you would like to know about the role / department / site / working in FHA?

**Thank you for using this guide. Best of luck with your interview process!**

## Medical Staff Recruitment – Interview Questions and Scoring

CANDIDATE: \_\_\_\_\_ INTERVIEWER: \_\_\_\_\_ DATE: \_\_\_\_\_

| Question | Applicant's Response | Score |
|----------|----------------------|-------|
|          |                      |       |
|          |                      |       |
|          |                      |       |
|          |                      |       |

**NOTE:** All Medical Staff interview records should be sent to the AA responsible for arranging the interviews so that they can be appropriately filed.

## Medical Staff Recruitment – Interview Questions and Scoring

| Question | Applicant's Response | Score |
|----------|----------------------|-------|
|          |                      |       |
|          |                      |       |
|          |                      |       |
|          |                      |       |

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## Medical Staff Recruitment – Interview Questions and Scoring

| Question           | Applicant's Response | Score |
|--------------------|----------------------|-------|
|                    |                      |       |
|                    |                      |       |
|                    |                      |       |
|                    |                      |       |
| <b>TOTAL SCORE</b> |                      |       |

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