

## **Hiring Screening Checklist**

### **(Medical Assistant/equivalent Position)**

NAME: \_\_\_\_\_

CREDENTIALS (if any, *e.g.*, phlebotomy, CCMA, *etc*): \_\_\_\_\_

CREDENTIALS ISSUANCE DATE (valid from; if any): \_\_\_\_\_

CREDENTIALS EXPIRATION DATE (valid until; if any): \_\_\_\_\_

Type of employment sought: ☐ Full-time ☐ Part-time      When could you start? \_\_\_\_\_

Are you currently a student? ☐ Yes ☐ No

If YES, list your enrolled school here: \_\_\_\_\_

Will you be able to commit **15 hours minimum per week**, and **4 hours minimum per shift**?

☐ Yes ☐ No

If YES, what would your schedule look like? \_\_\_\_\_

If NO, list your most recent school/institution here: \_\_\_\_\_

Are you currently on a gap year? ☐ Yes ☐ No

How many hours will you be able to commit per week? \_\_\_\_\_ hours

Can you reliably commute to your assigned location for all scheduled shifts, including early mornings, evenings, and weekends if required? ☐ Yes ☐ No

This role requires punctual arrival. Are there any known constraints that could affect on-time attendance?

☐ Yes ☐ No

What type of clinic environment are you most familiar with? Primary care, urgent care, specialty, or hospital-based?  
If none, write "N/A".

\_\_\_\_\_

What clinical tasks did you personally perform versus assist with/observed? If none, write "N/A".

\_\_\_\_\_

Which of the following clinical tasks have you performed independently on a consistent basis (not one-time or occasional exposure)? If none, write "N/A".

\_\_\_\_\_

If you are currently a student/on gap year preparing for applications:

How do you manage or plan on managing school responsibilities alongside work commitments?

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Have you ever had to balance classes, exams, and clinical hours at the same time?

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What systems do you use to stay organized and on time?

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Do you anticipate any upcoming schedule changes that could affect your availability?

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What are your professional goals? Healthcare administration/assistance/management? CCMA, RN, PA-C, CRNP, MD, *etc*? Others?

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If there is a time-sensitive update about scheduling, workflows, or patient safety, are you able to review and acknowledge messages in a timely manner outside of your shift? ☐ Yes ☐ No

How would you describe your communication style with colleagues and leadership (choose one)?

- ☐ Highly responsive and proactive
- ☐ Responsive as needed
- ☐ Prefer minimal interaction once expectations are clear

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_