

## 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 (please provide exact hours)?

\_\_\_\_\_

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? CCM, RN, PA-C, CRNP, MD/DO, *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: \_\_\_\_\_