

Expanded Dental Assistant Interview Questions

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| 1. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 2. Share an effective method you have used to provide postoperative instructions prescribed by dentists. |
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| 3. What is the key to success when communicating with the public. |
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| 4. Describe a time when you successfully provided personal assistance to a coworker or patron. |
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| 5. Tell me how you organize, plan, and prioritize your work. |
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| 6. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 7. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
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| 8. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 9. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 10. Tell me about a recent experience you've had working with your hands. |
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| 11. Provide an experience in which you assisted a dentist in a dental emergency. |
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| 12. What is the state of your records? Name one thing you would like to improve. |
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| 13. Share your experience exposing dental diagnostic x-rays. |
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| 14. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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15. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

16. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

17. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

18. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

19. Share an effective method you have used to instruct patients in oral hygiene and plaque control programs. Provide an experience.

20. Provide an example when your ethics were tested.

21. Provide a time when you dealt calmly and effectively with a high-stress situation.

22. Describe your experience fabricating temporary restorations or custom impressions from preliminary impressions.

23. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

24. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

25. Name a time when your patience was tested. How did you keep your emotions in check?

26. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

27. Provide an experience in which you effectively cleaned teeth.

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28. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

29. Share an experience in which you made preliminary impressions for study casts and/or occlusal registrations for mounting study casts.

30. Provide an experience in which you successfully cleaned and polished a removable appliance.

31. Describe your experience pouring, trimming, and polishing study casts.

32. Please share an experience in which you presented to a group. What was the situation and how did it go?

33. Share an experience in which you successfully performed office duties.

34. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

35. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

36. Share an experience in which your willingness to lead or offer an opinion helped your company.

37. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

38. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

39. Provide an example of when you were persistent in the face of obstacles.

40. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

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41. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

42. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

43. Name a time when your creativity or alternative thinking solved a problem in your workplace.

44. Share an experience in which you fabricated and fitted orthodontic appliances and materials for patients.

45. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

46. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

47. Share an experience in which you've successfully learned how to handle a new piece of equipment?

48. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

49. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

50. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

51. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

52. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

53. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates

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mainly by mechanical principles.

54. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

55. Give me an example of when you thought outside of the box. How did it help your employer?

56. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

57. How do you stay fit in order to perform physical activities that are required in the workplace?

58. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

59. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

60. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

61. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

62. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.

63. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

64. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

65. Describe a time when you successfully persuaded another person to change his/her way of thinking or

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| behavior. |
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| 66. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills? |
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