



“GROUP” INTERVIEWS

NOTE: This document is being provided to you as a basic guideline, and does NOT constitute legal advice. Before implementing anything discussed in this document, you should be familiar with your state’s labor and employment laws. MGE is not responsible for any claims, real or otherwise associated with this write-up or any part thereof. As always, you are responsible for following the employment and labor laws (both Federal and state) applicable to your practice.

Group Interviews can be an efficient way to quickly locate qualified staff. The suggested procedure for doing it is rather simple:

1. When you place your “help wanted” ad, you should not specify salary, etc. When you do this, applicants will usually call in and ask for specifics. Instruct your receptionist NOT to get into this with people over the phone. Instead, have her politely let the applicants know that you will be having a Group Interview (or possibly, you may wish to just say an “interview” – the idea being that when the applicant shows up for their interview, you just put them into the group interview) at ___ time and _____ location.
2. Have your Group Interview at 6:00 PM in the evening. Tell people they should expect to be there until 8:00 PM.
3. To prepare for the Group Interview, ensure you have the following items:
 - At least one blank pad and clipboard per applicant.
 - Plenty of job applications.
 - A large space capable of seating all of your applicants.
 - Some space off to the side to interview applicants one on one.
 - You may wish to have some coffee and refreshments.
 - A sign in log for applicants.
 - You will need two people for this interview process. Doctor and OM are best. If no OM, the doctor’s spouse or assistant will suffice.
4. Place the sign-in log near the door. People should sign in with both their name and TIME OF ARRIVAL and be given an application. You will use this to check for tardiness. Once all of the applicants have gathered and are seated, the OM should come out and welcome them all to the interview and give a description of the position(s) that are to be filled. DO NOT COLLECT RESUMES. Have the applicants hold onto these until the end. The description of the position would include salary, hours, benefits, etc. At the end of this description, he/she should let them know that anyone still interested in the job should stick around. If anyone is not interested, they may leave now (do this with high affinity).

5. Take a ten minute break.
6. Once this is complete, have the doctor come out and tell the remaining applicants a bit about himself or herself. Where he or she went to school, how long he or she has been in practice, what the purpose of his or her practice is, etc.
7. Once this is done, the OM comes out and hands each applicant a pad of paper and asks them five questions pertaining to what the doctor discussed: e.g., where did the doctor go to school, etc. The applicants put their answers on the pad of paper. You will be checking for *duplication* skills here. At the end of the questions, have each applicant write a paragraph on how they feel they would contribute to the practice if they were hired. They should put their name and the date at the top of the page with their answers.
8. After this is complete, take a break and have all of the applicants hand in their quiz answers and resumes.
9. During the break, review the data handed in. You may wish to disqualify any applicant who:
 - Does not have ANY references.
 - Gets two or more questions wrong on the quiz.
 - If the position requires writing skills, review the grammar in their paragraph about how they would contribute to the practice. If it is way off then this could be a problem.
10. Go to the front of the room and ask the people that you wish to still interview to stay. It could go something like this: "I am going to read off some names of people we would like to have stay for an interview. If your name is not called, thank you very much for coming and we appreciate your time." Then read off the names. The people you are not interviewing will leave at this point.
11. Now do quick interviews with each applicant you asked to stay as covered in the Org Board and Teambuilding Executive Seminar. You are looking for past production and stats in previous employment that are verifi able with references.
12. Pick the ones that you might be interested in hiring and get a time when they can be contacted the next day.
13. Call their references.
14. Call back in for a second interview.
15. Hire the one(s) you want to hire.