

# GET THE MOST OUT OF YOUR ASSISTANT INTERVIEW

Utilize this guide to get a sense of your potential assistant's true goals, values and whether or not they will be a good fit for your team.

01

## Write an engaging job ad

Use active verbs and write in a tone that fits your practice's culture

02

## Schedule an initial interview

Utilize zoom to get a good sense of the applicant without wasting too much time

03

## Bring your qualified candidates on the road with you

SUSTAINABILITY IN EQUINE PRACTICE

Seminar & Retreat

# INTERVIEW OUTLINE

## Introduction

- Greet the candidate and introduce yourself
- Explain the purpose of the interview and the position you are hiring for
- Ask the candidate to introduce themselves and share their background

## Experience and Qualifications

- Ask the candidate about their experience working with horses
- Inquire about their veterinary assistant experience, including specific tasks and responsibilities
- Assess the candidate's knowledge of equine anatomy, physiology, and common diseases
  - Can you explain anything about laminitis? Colic?
- Evaluate their understanding of equine pharmacology and medication administration
  - Have you ever had to medicate your own horse? (assuming no prior tech experience)
- What are some words you'd use to describe yourself or your personality?
- What's one thing your friends or family would say could be improved about you?
- Do you get car sick? Can you work on a computer in the car?

## Skills and Abilities

- Determine their level of comfort with handling and restraining horses
  - How would you handle the situation if a horse were needle shy or getting naughty during an appointment?
- Assess the candidate's communication and interpersonal skills
  - Explain how you've handled a difficult discussion/interaction at work in the past.
- Evaluate their ability to work independently and as part of a team
  - What have your previous roles been like?
  - Were there portions of your job that were self-managed?
  - Do you enjoy working on a team or prefer to get things done by yourself?
- Inquire about their organizational and time management skills
  - What's the most and least organized part of your life?



# INTERVIEW OUTLINE

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## Interests and Motivation

- What do you like to do when you're not working?
- Inquire about their career goals and aspirations – 5 year plan?
- What is your favorite part of your current job?
- How do you like to receive feedback on your performance?
- Why did you choose to apply for this specific job?
- Was there anything NOT in the job description that you'd like to learn or be allowed to do?

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## DURING THE RIDE-ALONG PORTION OF THE INTERVIEW:

- Give a scenario that they shouldn't know how to deal with.
  - What's your next move?
- What is the last book you read? Movie you watched? TV show?
- Give them a core values list ahead of time.
  - Name your top 5 values
- What's something that you think you do really well?
- Is there anything we did today that makes you nervous or apprehensive about this role?
- What other questions can we answer for you about this job opportunity?

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