

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. What skills do you have to run and manage an efficient front desk in a chiropractic office? Please share details.

2. What other skills do you possess which would better benefit our office, help us to grow and manage the growth?

3. What are you looking for in your next work position?

4. Describe quality customer service?

5. How would you handle an unhappy patient?

6. Would you consider yourself a rigid or adaptable person? Please explain.

7. What would your former employers and co-workers think of you with regards to question number 6?

8. Do you have any experience with chiropractic? Please explain.

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9. What would you consider your greatest strengths and why?

10. What would you consider your greatest weaknesses and why?

11. Is part-time 30-35 hours per week something you are seeking? Salary negotiable.

12. In regards to medical insurance, please define the following:

Deductible:

Copay:

Co-insurance:

13. Correct spelling: Pick one per line and circle.

ciropractor    chiropractor    chiroprictor    chyroprictor

vertebray    veretebra    vertebra    verteobra

14. General Math. Please complete.

On Monday, Mr. Jones had a beginning balance of \$210.00. He had \$60.00 worth of services this week. On Friday, he buys a cervical pillow at a cost of \$50.00. He then makes a payment of \$60.00. What is his balance after the charges and payments for the week?

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## **PERSONALITY EVALUATION**

This 90 second test is administered to job applicants during the initial visit when the application for employment is being complete.

This test is based on the findings of a series of studies conducted by psychologist Robert H. Knapp and his colleagues at Wesleyan University. Each of the phrases used in this test have been pre-tested on hundreds of men and women and found to provide an amazingly accurate index to their character. Here is a list of key phrases which psychologists find most effective in revealing personality.

### **SELECT ONLY ONE FROM THE ENTIRE LIST**

#### GROUP A

- An electric generator
- A surging tide
- A humming teakettle

#### GROUP D

- A racing horse
- A cracking whip
- A plunging waterfall

#### GROUP B

- A shaft of light
- A lifting melody
- A bird rising in flight

#### GROUP E

- A tangled string
- A boat lost in the mist
- A trapped moth

#### GROUP C

- A leafless tree
- A waterworn pebble
- A weathered anchor

#### GROUP F

- A gently swaying tree
- A wandering cloud
- A balloon floating in the sky