# Dental Office Manager Interview Questions

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| 1. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task. |
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| 2. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 3. 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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| 4. Tell me how you organize, plan, and prioritize your work. |
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| 5. 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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| 6. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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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. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 9. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
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| 10. Provide an example when your ethics were tested. |
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| 11. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
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| 12. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 13. What is the key to success when communicating with the public. |
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| 14. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 15. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task. |
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| 16. 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.) |
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| 17. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond? |
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| 18. 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? |
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| 19. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 20. Name a time when your patience was tested. How did you keep your emotions in check? |
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