



ALLIED HEALTH PROGRAMS INTERVIEW QUESTIONS

PLEASE TYPE OR HANDWRITE YOUR ANSWERS IN THE COMMENT SECTION

Email to Mrs. Jones, Allied Health Clinical Coordinator, at wjones2@buffalo.edu

QUESTIONS	COMMENTS
1. Which Allied Health program, are you interviewing for (e.g., Central Sterilization Technician, Medical Billing & Coding, Patient Service Technician or Registered Medical Assistant)?	
2. Describe the responsibility of the above Allied Health Profession that you are interviewing for?	
3. Do you have any experience working in this field or any Allied Health field?	
4. Tell us what you know about EOC?	
5. What does the letters EOC represent?	
6. Do you have any allergies/sensitivities that might prevent you from participating in this program (e.g., latex products, smells etc.)? Answer if applicable to AH program.	

<p>7. Do you have any type of reaction to blood or bodily fluids? Answer If applicable to AH program.</p>	
<p>8. Do you have a reaction to the usage of needles? Answer If applicable to AH program.</p>	
<p>9. Describe one example in which you experienced a conflict either on the job or personally and list the steps you will use to resolve a conflict.</p>	
<p>10. Where will you keep your cell phone during class and labs?</p>	
<p>11. What will you do to ensure that you will complete the Allied Health Program?</p>	
<p>12. Are there any areas in which you believe there is a challenge for you academically?</p>	
<p>13. List at least 3 reasons why you believe that you should be selected in the Allied Health Program?</p>	

<p>14. Distance learning - Do you have access to a personal computer?</p>	
<p>15. List the areas in which you have computer proficiency (e.g., Microsoft Word, Excel, PowerPoint, or Access). If not, are you willing to enroll in a computer technology class?</p>	
<p>16. What are your educational goals?</p>	
<p>17. How can EOC assist you in meeting your educational goals?</p>	
<p>18. How can EOC assist you in achieving your personal growth and development? Provide three words that describe your character.</p>	
<p>19. What are your educational plans after EOC?</p>	
<p>20. Are you aware that tattoos that are offensive in nature must be covered (Yes or No)?</p>	

<p>21. Although EOC is a tuition-free institution the program does not cover some of the costs (e.g., scrubs, medical shoes, and other associated fees). Would this present a problem for you? If yes, please explain.</p>	
<p>22. Are you currently employed (Yes or No)? If yes, where?</p>	
<p>23. Are you aware that in some instances, internships, employers and clinical lab sites may require you to take a drug test (Yes or No)? If asked to take a drug test would that be a problem for you (Yes or No)?</p>	
<p>24. In some incidences employers or internships may require a background check and credit history, will this be a problem (Yes or No)?</p>	
<p>25. Do you have a New York State Driver's License (Yes or No)? If accepted into the program how will you get to school?</p>	
<p>26. Define Professionalism and provide examples of how you demonstrate professional behaviors.</p>	

<p>27. Provide examples of professional dress attire? Are you aware that artificial nails are prohibited within the healthcare setting (Yes or No)?</p>	
<p>28. Provide examples of how you manage your time and describe your attendance and tardiness record.</p>	
<p>29. Describe your work ethic? Please provide examples.</p>	
<p>30. What steps can you take to ensure good attendance and punctuality and examples of how you communicate effectively?</p>	
<p>31. What back up plans are in place in case your originally plan don't work?</p>	
<p>32. Do you focus on positive or negatives situations and provide examples of your focus?</p>	
<p>33. Describe unfavorable behaviors and provide examples of your unfavorable behaviors?</p>	
<p>34. Are you aware and understand the HIPAA requirements within healthcare (Yes or No)? If no, ask the interviewer to explain.</p>	

<p>35. Will you require any special accommodations (Yes or No)?</p>	
<p>36. Is there anything personal or otherwise that might prevent you from completing the Allied Health program (e.g., scheduled vacations, surgeries, appointments, etc.)?</p>	
<p>37. In the event there is an internship opportunity is there anything that would stop you from participating (e.g., transportation, employment, personal, etc.)? If yes, how will you handle it?</p> <p>Please Note: Students are assigned to internship assignments by program faculty. Students must be in good standing and meet the program requirements (internships are not guaranteed) within all AH programs</p>	

Please check each area listed below indicating that you have read, understand and will adhere to the expectations. The interviewer will discuss in detail:

- Students are assigned to internship assignments by program faculty, must be in good standing and meet program requirements
- Clinical internship are not guaranteed with the following programs:
 - Patient Service Technician Specialist
 - Medical Billing & Coding Specialist
 - Central Sterilization Technician
 - Central Sterilization Recertification and Certified Nurse Assistant Recertification
- Students Health Physical Examination Form and verification of immunization is required to complete the program which include an annual Flu vaccine, Tetanus within the last 10 years, annual PPD (Tuberculosis TB screening), MMR, Varicella, visual acuity and Hepatitis B series (this series will take 6 months to complete)
- Student must be able to participate in all physical activities (Low to high lift (11-20 lbs), Carry, push pull (11-20 lbs), Frequent walking, climb stairs, stoop, kneel, crouch, reaching, pushing and pulling carts
- Artificial nails are prohibited within the Allied Health Programs
- Food and drinks are prohibited within the classrooms and computer lab
- Tattoos that are offensive in nature must be covered
- Students cell phone must be in the vibration mode, left in your locker, purse or back-pack and no texting during class instructions
- Students must adhere to the following healthcare dress attire requirements
 - Clean, neat appearance and comfortable footwear (croc's are prohibited).
 - Spandex, midriff tops, inappropriate under garments, outerwear (coats, boots), sweat pants, sweat tops, undersized clothing, oversized attire and hip huggers are prohibited.
 - Hats, head wraps, scarf's, silk wraps, hair bonnets are prohibited (cultural attire is excluded)
 - Second hand watch unless required (e.g., direct patient care programs)
- Students name badge must be worn at all times



- Artificial lashes that are partially detached, excessive adhesive and overly extended must be removed and or prohibited
- Excessive jewelry, large fashion earrings and dandling necklaces are prohibited
- Students are required to maintain a professional appearance and refrain from making a fashion statement

I AGREE THAT THE INFORMATION PROVIDED DURING THIS INTERVIEW IS ACCURATE

Student Signature: Required field	Print Name: Required field
Date: Required field	Phone Number: Required field
Email Address: Required field	
INTERVIEWER SECTION	
EOC Faculty/Staff Signature:	Date:

RESUME

Below is a sample resume that you can utilize as a guide in preparation of your own personal portfolio. Should you require assistance, please contact the Buffalo EOC Career Services Unit at 716-645-1959.

SAMPLE RESUME:

Cedric Williams

124 Washington Street

Buffalo, NY 14201

716-831-2121

Cedri711@gmail.com

OBJECTIVE

Attentive and detail-oriented with over 10 year's customer service experience. I have experience in both administrative and clinical duties and a true passion for helping people in the health profession.

SUMMARY OF QUALIFICATIONS

- Customer Service, Communication and Team Member skills
- Keyboarding (50) WPM, Microsoft Word and Data Entry, CPR-Certified
- Ability to answer customer's questions, concerns
- Excellent listening skills, problem solver, highly organized and pays close attention to detail
- Available to work flexible schedules, holidays and weekends
- Organized and professional, outgoing, positive personality, especially towards customers and visitors.

EDUCATION

University at Buffalo Educational Opportunity Center

Buffalo, New York

Registered Medical Assistant Program, 2018

Certifications

- American Medical Technologist 05/2018

- National Work Readiness Credential 07/2017
- American Heart Association CPR and AED 08/2017
- Electronic Health Records 12/2017
- Customer Service Certification 12/2017

WORK EXPERIENCE

Macy's Walden Galleria Mall, Cheektowaga, NY

Customer Service and Retail, 09/2006 – 04/2017

- Demonstrated excellent customer service and restocked shelves.
- Provided customer service and cashiering assistance.
- Kept work area neat and clean for proper displays for customer's satisfaction.

Kelly Temporary Services, Williamsville, NY

M & T Bank receptionist/Secretary, 10/2006 – 06/2007

- Operated eight incoming telephone lines, typed correspondence and memos.
- Assisted with mailings and prepared expense vouchers.
- Coordinated travel arrangements.

COMMUNITY VOLUNTEER EXPERIENCE

Community Woeppel Block President

President, 04/2011-Present

- Organize Annual National Night Out
- Community Recruitment
- Organize bi-monthly meetings
- Community advocacy
- Participate with other community block clubs

Martin Luther King Business District Association

Member, 5/2014-Present