**CLS Interview Results Summary**

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key: 1. Strong evidence skill is not present 2. No evidence skill is present

3. Some evidence skill is present 4. Strong evidence skill is present

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| **Critical Competency** | **Questions** | **Ideal Response & Red Flags** | **Notes** |
| Reviews and ensures reliability of results personally performed and checks other analysts' work based on quality control and assurance mechanisms, specimen integrity, known clinical history or delta checks and takes corrective action as necessary. | * Tell me about a time you were asked to perform testing on an unacceptable specimen?   **Follow-up Questions**   * What happened? * What did you do? * What was the result? | **Ideal Responses**   * Called for a consultation with the supervisor or manger. * Performed the requested test but well documented the specimen integrity issue. * Found an alternative solution that ensured the validity of the test result.   **Red Flags**   * Did analysis without questioning integrity of the results. * Did not document specimen issue. | Score: |
| Uses established QA protocols to ensure proper functioning of instruments, reagents and analytical procedures including assaying appropriate standards and controls, performing instrument function verifications and recording control data. | * Give me an example of a test you were working on that did not go the way you thought it should.   **Follow-up Questions**   * What happened? * What were your next steps? * How did you resolve the issue | **Ideal Responses**   * Was able to logically work through the issue to ensure the reliability of the test. * Asked a supervisor for help. * Found an alternative solution that ensured the validity of the test result.   **Red Flags**   * Asked no questions. * Did no investigation. * Did not question aberrant results. | Score: |
| Reviews new and existing policies and procedures according to established protocols. | * Have you ever found an error in a policy or procedure?   **Follow-up Questions**   * Tell me about it? * What did you do? * What was the outcome? | **Ideal Responses**   * Brings it to the attention of a superior. * Offers suggestions for correcting the error. * Takes responsibility for ensuring it is corrected.   **Red Flags**   * Does not bring it to the attention of a supervisor. | Score: |
| Provides for the appropriate educational experience of clinical laboratory students and others. | * Describe the scope of your responsibilities in training others, either a new procedure or a new employee.   **Follow-up Questions**   * What was the task? * How do you make sure someone else is able to perform the task if you are not present? * What works best if someone is having a difficult time learning a new task? | **Ideal Responses**   * Uses appropriate method of teaching depending on the task and the level of experience of the learner. * Checks for understanding at each aspect of learning. * Expresses pride and accomplishment in teaching others.   **Red Flags**   * Does not access learner for understanding of new material. * Does not see different ways in which people learn. * Does not see teaching as an important aspect of their job. | Score: |
| Special Projects or Assignments | * Have you ever been involved with a special project or assignment?   **Follow-up Questions**   * Tell me about the project. * What was your role in the project? * What aspect were you most proud of? | **Ideal Responses**   * Describes a special project with ownership and pride in the outcome. * Talks about what experience/knowledge they gained in doing the assignment.   **Red Flags**   * Does not see this as a job responsibility. | Score: |