

Hi,

Thanks for your interest in the position of Medical Office Assistant at Khatsahlano Medical Clinics. The first part of our hiring process involves answering the short list of questions below. The purpose of these questions is to help us determine if the job we're offering is going to "fit" your current needs. Thanks for taking a few moments to respond and return.

1. **Position?:** What type of position are you ideally looking for- full-time or part-time?
2. **Maximum hours?:** What is the most number of hours you would want to work while still keeping up with your other commitments (school, other jobs, volunteering, and having a life)?
3. **Availability?:** What kind of schedule are you ideally looking for? Days? Afternoons? Closing shifts (the clinic closes at either 8pm or 9pm)?
4. **Previous commitments?:** Do you have any booked or planned work, holiday, school, or family commitments that will prevent you from doing the above or that will require an extended absence in the next 12-18 months (i.e. more than 3 regularly schedule work days)? We'll work around those if we can but we need to know now. As per BC Labour Law we cannot guarantee holidays for the first 12 months on the job. When possible we try to accommodate new employees requests for time off but cannot guarantee it.
5. **One year commitment?:** If we are able to offer you a position and you enjoy working with us are you able to commit to at least one year?
6. **Commute time?:** The clinic is located in Kitsilano (2689 W. Broadway) - approximately how long a commute will that be for you in minutes? How would you commute to work?
7. **Wage expectations?:** What are your wage expectations? (We track medical office staff wages regularly and pay competitive wages but it is important for us to know if we can meet your expectations - if you're needing more than we can offer we don't want to waste your time.)
8. **Three References:** Prior to offering an interview we routinely request 3 work or character references from non-family members who know you well. Please provide the names, contact info (e-mail and phone number), and the nature of your relationship with each reference.  
*References from current employers:* We know it can be awkward if your current employer is not aware you are applying for other positions - if that is the case please indicate that below. We will *only* contact this reference if we are able to offer you a position conditional on a satisfactory reference from that individual (i.e. we won't contact your current employer unless we're very serious about offering you a position).

**Reference 1:**

**Reference 2:**

**Reference 3:**

**Thanks for taking the time to tell us more about your needs. This information will help guide us in assessing whether we can offer you a position that is going to meet those needs.**

**Dr. Chris Watt, Medical Director**