

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ACCOUNT COORDINATOR

1	What experience do you have as an account coordinator?	1 2 3 4 5	
2	What would you say was your best accomplishment in this role?	1 2 3 4 5	
3	What do you think is the most important skill for an account coordinator?	1 2 3 4 5	
4	How do you deal with a difficult customer or client?	1 2 3 4 5	
5	How do you stay organized and on top of deadlines with multiple projects going on at once?	1 2 3 4 5	
6	Describe a situation where you had to work with multiple stakeholders. How did you manage it?	1 2 3 4 5	
7	How do you stay motivated when faced with challenging or difficult tasks?	1 2 3 4 5	
8	What do you believe is the most important factor when it comes to building and maintaining successful client relationships?	1 2 3 4 5	
9	Can you walk me through your process for researching, developing, and executing a client project?	1 2 3 4 5	
10	What techniques do you use to stay organized and on top of deadlines?	1 2 3 4 5	
11	Do you have any experience managing budgets or tracking expenses for client accounts?	1 2 3 4 5	
12	How do you ensure that projects are completed on time and within budget?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	

CRITERIA

SCORE (1-5) NOTES

Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.