

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COMMUNICATIONS COORDINATOR

1	What are some of your previous roles in communications?	1 2 3 4 5	
2	How would you craft a communication strategy for a business or client?	1 2 3 4 5	
3	What is your take on effective communication methods?	1 2 3 4 5	
4	How do you handle conflict situations when communicating with others?	1 2 3 4 5	
5	Tell me about a time when you successfully overcame an obstacle in your communications work.	1 2 3 4 5	
6	What do you think are the critical components of successful teamwork in communications?	1 2 3 4 5	
7	What is your experience working with the media?	1 2 3 4 5	
8	What is your experience developing and executing communications plans?	1 2 3 4 5	
9	Can you describe a time when you successfully managed a communications crisis?	1 2 3 4 5	
10	Do you have any creative ideas for promoting our company/brand?	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	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?	1 2 3 4 5	

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.