

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COORDINATOR

1	What experience do you have in coordinating projects?	1 2 3 4 5	
2	How do you prioritize tasks when working as a coordinator?	1 2 3 4 5	
3	Describe your ability to multitask and delegate duties.	1 2 3 4 5	
4	Tell us about a time when an event or project didn't go according to plan. How did you handle the situation?	1 2 3 4 5	
5	What tools and methods do you use to manage multiple tasks?	1 2 3 4 5	
6	Describe a successful team project you have coordinated.	1 2 3 4 5	
7	How do you stay organized when managing several studies at once?	1 2 3 4 5	
8	What techniques do you employ to ensure the work of your team members is meeting quality standards?	1 2 3 4 5	
9	How have you responded to unexpected changes in priorities or deadlines?	1 2 3 4 5	
10	What steps would you take if you had to coordinate an event or project from start to finish?	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.