

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DATA COORDINATOR

1	What experience do you have in data coordination?	12345	
2	How would you go about organizing and preparing data sets for analysis?	12345	
3	What strategies have you used to ensure the accuracy of data entry?	12345	
4	Tell me about your experience with database management systems.	12345	
5	What techniques have you used to develop and maintain databases?	12345	
6	Describe a complex problem related to data coordination that you solved.	12345	
7	How do you stay up-to-date with the latest trends and technologies in data coordination?	12345	
8	What steps do you take to ensure that data is secure?	12345	
9	Have you ever identified weaknesses or gaps in existing systems for data management? If so, how did you address them?	12345	
10	What challenges have you faced while coordinating data? How did you overcome them?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
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.