avaHR

Development Coordinator Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · DEVELOPMENT COORDINATOR

1	What experience do you have in project coordination?	① ② ③ ④ ⑤	
2	How familiar are you with software development processes and methodologies?	① ② ③ ④ ⑤	
3	Tell us about your experience managing timelines and budgets.	① ② ③ ④ ⑤	
4	Have you ever worked on initiatives that required external funding or grants?	① ② ③ ④ ⑤	
5	What have been some of the greatest successes when it comes to coordinating projects?	① ② ③ ④ ⑤	
6	Are you comfortable leading meetings and resolving conflicts?	① ② ③ ④ ⑤	
7	What other skills do you possess that would be beneficial for a development coordinator role?	① ② ③ ④ ⑤	
8	How have your previous roles prepared you to take on this position?	① ② ③ ④ ⑤	
9	Do you have any experience in developing systems to streamline project coordination processes?	① ② ③ ④ ⑤	
10	What strategies have you used to keep projects on track?	① ② ③ ④ ⑤	
11	How do you stay organized when coordinating multiple tasks at once?	① ② ③ ④ ⑤	
12	What techniques do you use to ensure communication with stakeholders is effective and efficient?	① ② ③ ④ ⑤	
13	Have you ever had to document processes or procedures for a development project?	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	

CRITERIA	SCORE (1–5)	NOTES
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.