

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · EVENT COORDINATOR

1	How do you approach event planning?	1 2 3 4 5	
2	Have you ever encountered a difficult event to plan? How did you solve the problem?	1 2 3 4 5	
3	What are some of the most important things to consider when planning an event?	1 2 3 4 5	
4	What are your thoughts on risk management in regard to events?	1 2 3 4 5	
5	What kind of vendors do you typically work with when planning an event?	1 2 3 4 5	
6	How do you determine the price for events?	1 2 3 4 5	
7	What do you think is the most important thing to remember when planning an event?	1 2 3 4 5	
8	What are your thoughts on working with sponsors for events?	1 2 3 4 5	
9	Do you have any experience with fundraising events? If so, what are some of your tips?	1 2 3 4 5	
10	How do you handle last-minute changes or requests from clients?	1 2 3 4 5	
11	What is your policy on guests who RSVP but do not show up to the event?	1 2 3 4 5	
12	What is your experience with post-event follow-ups?	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.