

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · INTAKE COORDINATOR

1	What is your experience working with patients?	12345	
2	How well do you handle stress?	12345	
3	What are some of the challenges you have faced in your previous roles?	12345	
4	Tell me about a time when you had to deal with a difficult patient or situation.	12345	
5	What systems do you use to track patient information?	12345	
6	Can you tell me a little about your understanding of HIPAA and privacy laws?	12345	
7	What do you think are the most essential qualities of an Intake Coordinator?	12345	
8	Can you provide an example of a time when you had to manage a large caseload?	12345	
9	What is your experience with insurance companies?	12345	
10	How do you handle difficult conversations with family members?	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.