

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · LOGISTICS COORDINATOR

Logistics Coordinator Questions

1	What are your years of experience in the field?	12345	
2	Can you describe a time when you had to manage a difficult logistics situation?	12345	
3	What is your experience with shipping and receiving?	12345	
4	Do you have knowledge of international shipping regulations?	12345	
5	Can you keep accurate records of inventory and shipments?	12345	
6	What computer software programs are you familiar with?	12345	
7	Can you work well under pressure?	12345	
8	Do you have any experience working with a transportation management system (TMS)?	12345	
9	How well do you handle pressure and deadlines?	12345	
10	What systems do you know how to use for tracking shipments?	12345	
11	Can you provide an example of a time when you had to solve a difficult logistics problem?	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	

CRITERIA

SCORE (1-5) NOTES

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.