

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MERCHANDISE COORDINATOR

1	What is your experience with ordering and managing inventory?	1 2 3 4 5	
2	Have you ever had to deal with returns or defective products?	1 2 3 4 5	
3	Can you give me an example of a time when you created a successful marketing campaign?	1 2 3 4 5	
4	What computer programs are you proficient in using?	1 2 3 4 5	
5	How do you handle stress while working?	1 2 3 4 5	
6	Can you tell me about a time when you had to make a difficult decision on your own?	1 2 3 4 5	
7	What type of software are you familiar with using?	1 2 3 4 5	
8	Can you provide an example of a time when you successfully solved a challenging problem?	1 2 3 4 5	
9	Describe a time when you had to meet a tight deadline.	1 2 3 4 5	
10	How have you handled a situation where you could not meet a customer's needs?	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	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	

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.