

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · OPERATIONS COORDINATOR

1

How do you prioritize tasks and manage time efficiently to ensure the smooth operation of daily tasks?

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Can you provide an example of a challenging operational issue you successfully resolved in a previous role?

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How do you foster effective communication among team members and different departments to achieve common goals?

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Describe your experience in streamlining processes to improve operational efficiency. Can you share specific outcomes or achievements?

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How do you handle unexpected disruptions or changes in the operational environment, and what strategies do you employ to adapt?

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Can you discuss your approach to coordinating logistics, such as scheduling, resource allocation, and inventory management?

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In what ways have you contributed to improving teamwork and collaboration within a team or across departments in your previous roles?

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How do you stay updated on industry trends and best practices to enhance operational processes and stay ahead of potential challenges?

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Describe a situation where you had to manage competing priorities and tight deadlines. How did you handle the pressure and meet expectations?

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What tools or software do you have experience using to facilitate and enhance operational coordination, and how proficient are you with them?

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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.