

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · OUTREACH COORDINATOR

1	What is your experience working with schools or community groups?	1 2 3 4 5	
2	Tell me about a time when you had to deal with a difficult situation.	1 2 3 4 5	
3	What kind of outreach methods do you find most effective?	1 2 3 4 5	
4	What do you think are the key components of a successful outreach program?	1 2 3 4 5	
5	Describe a project that you spearheaded.	1 2 3 4 5	
6	What do you think is the most important thing to keep in mind when working with schools or community groups?	1 2 3 4 5	
7	Tell me about a time when you had to deal with a difficult situation.	1 2 3 4 5	
8	How do you plan to achieve the goals of the organization?	1 2 3 4 5	
9	What are your previous experiences in outreach work?	1 2 3 4 5	
10	What are some ideas you have for improving outreach efforts?	1 2 3 4 5	
11	How do you handle criticism?	1 2 3 4 5	
12	What do you think is the most important quality for someone in this position to possess?	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?	<div>12345</div>	
Directional Fit A step forward, or backward, in their career?	<div>12345</div>	

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.