

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PROGRAM COORDINATOR

1	Can you describe a time when you needed to coordinate multiple teams for a project? What strategies did you use to ensure effective communication and collaboration?	1 2 3 4 5	
2	What tools or software do you use for project management and why?	1 2 3 4 5	
3	Could you share a specific example of a time when you had to troubleshoot a significant issue during a project?	1 2 3 4 5	
4	How do you prioritize tasks when managing multiple projects simultaneously?	1 2 3 4 5	
5	Tell us about a time when your meticulous planning positively impacted a project's outcome.	1 2 3 4 5	
6	How do you handle the administrative aspects of a project such as reports and documentation?	1 2 3 4 5	
7	Can you provide an instance where you had to adjust a project's scope, timeline, or resources on the fly? How did you handle it?	1 2 3 4 5	
8	Describe a situation where you had to deal with a conflict within your team during a project. How did you resolve it?	1 2 3 4 5	
9	How do you ensure all project stakeholders stay informed and involved throughout the project's duration?	1 2 3 4 5	
10	Could you share any testimonials or feedback from previous supervisors or team members regarding your role as a Program Coordinator?	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?	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.