

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · RECRUITING COORDINATOR

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Can you describe your prior experience in recruitment and how it has prepared you for the role of a Recruiting Coordinator?

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Communication is key in this role. Can you provide an example of how you have successfully managed communication between candidates and a hiring team?

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Organizational skills are crucial for a Recruiting Coordinator. How do you prioritize tasks when faced with tight deadlines and multiple competing priorities?

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Have you used any applicant tracking systems or recruitment software? If so, which ones, and how did you find their impact on the recruitment process?

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Recruiting also involves dealing with rejected candidates. How do you handle these sensitive communications?

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Describe a particularly challenging recruitment scenario you have encountered and how you handled it.

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How do you ensure a positive and engaging experience for every candidate, regardless of the outcome of their application?

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In your view, what is the most important quality for a successful Recruiting Coordinator and why?

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Can you provide an example of how you improved or streamlined a recruitment process in your previous role?

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How do you keep ahead of the most recent trends and tools in recruitment and talent acquisition?

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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.