

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · SCHEDULING COORDINATOR

1	What experience do you have in scheduling?	12345	
2	Can you tell me how you prioritize tasks and manage your workload?	12345	
3	How would you handle conflicts between different calendars or stakeholders?	12345	
4	What strategies do you use to ensure that all scheduled events are successful?	12345	
5	Describe your experience with developing and implementing scheduling protocols.	12345	
6	How proficient are you in using scheduling software?	12345	
7	Do you have any experience working with multiple stakeholders or teams at the same time?	12345	
8	Can you provide examples of how you identify potential risks or gaps when scheduling?	12345	
9	How do you stay up to date with changes or updates in the scheduling process?	12345	
10	Describe your ability to handle a high volume of scheduling requests.	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
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.