

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · STAFFING COORDINATOR

1	Can you describe your previous experience in staffing or human resources and how it has prepared you for the role of a Staffing Coordinator?	12345	
2	How do you stay organized and prioritize tasks when handling multiple recruitments simultaneously?	12345	
3	Can you provide an example of a difficult recruitment challenge you've faced and how you overcame it?	12345	
4	How do you ensure a candidate is a good fit for the company's culture and the specific team they will join?	12345	
5	Describe the most effective strategies you use for sourcing candidates. How do you leverage social media or other digital platforms in your recruitment process?	12345	
6	Can you explain your approach to conducting initial interviews and assessments? What key qualities are you looking for?	12345	
7	How do you keep up-to-date with changes in labor laws and regulations that affect hiring and employment practices?	12345	
8	Could you describe a time when you had to collaborate with department heads to identify staffing needs?	12345	
9	In your opinion, what is the most challenging aspect of being a Staffing Coordinator, and how do you manage it?	12345	
10	Can you explain how you handle confidential information and sensitive data related to hiring and employee records?	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	

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.