

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · TALENT ACQUISITION COORDINATOR

1	Describe how you've previously handled scheduling multiple interviews across different time zones or schedules. How do you prioritize and manage your tasks to ensure everything runs smoothly?	1 2 3 4 5	
2	Can you give an example of a particularly challenging recruitment process you managed? What was the situation, and how did you overcome the challenges?	1 2 3 4 5	
3	Communication is key in a Talent Acquisition Coordinator role. How do you ensure clear and effective communication between candidates and the hiring team?	1 2 3 4 5	
4	How do you stay organized and keep track of all candidate information, interviews, and follow-up tasks?	1 2 3 4 5	
5	Describe a time when you had to handle confidential information. How did you ensure that this information remained secure?	1 2 3 4 5	
6	What tools or software have you used in the past for managing recruitment processes, and how did these tools help you in your role?	1 2 3 4 5	
7	The talent acquisition process can be unpredictable. Can you describe a time when you had to adjust your approach mid-process? What was the situation, and what did you do?	1 2 3 4 5	
8	Could you discuss a time when you had to give negative feedback to a candidate? How did you approach this?	1 2 3 4 5	
9	How do you approach building a positive candidate experience throughout the recruitment process?	1 2 3 4 5	
10	Diversity and inclusion are critical in the workplace. How do you ensure your recruitment process supports D&I initiatives?	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	

CRITERIA	SCORE (1-5)	NOTES
Problem Solving Abilities Demonstrated critical problem-solving.	① ② ③ ④ ⑤	<div></div> <div></div> <div></div>
Communication Team building and communication skills.	① ② ③ ④ ⑤	<div></div> <div></div> <div></div>
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	<div></div> <div></div> <div></div>
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	<div></div> <div></div> <div></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.