

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · TRAINING AND DEVELOPMENT COORDINATOR

1	Could you share your experience in developing and implementing training programs?	1 2 3 4 5	
2	How do you stay current with the latest training techniques and technologies?	1 2 3 4 5	
3	Can you provide an example of a time when you had to align a training program with organizational goals?	1 2 3 4 5	
4	How do you assess and identify the training needs of employees in an organization?	1 2 3 4 5	
5	Describe a successful training program you created. What made it successful?	1 2 3 4 5	
6	How do you measure the effectiveness of a training program?	1 2 3 4 5	
7	Can you share an instance where you had to adjust a training program based on participant feedback?	1 2 3 4 5	
8	How do you manage and prioritize multiple training projects at once?	1 2 3 4 5	
9	What methods do you use to ensure all training materials are up-to-date and compliant with industry regulations?	1 2 3 4 5	
10	How do you handle conflicts or resistance from employees during a training session?	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	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	

CRITERIA

SCORE (1-5) NOTES

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.