

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · TRANSACTION COORDINATOR

1	What experience do you have working as a Transaction Coordinator?	1 2 3 4 5	
2	How familiar are you with the Real Estate industry and transaction processes?	1 2 3 4 5	
3	Have you ever been required to manage complex timelines or deadlines in your previous roles?	1 2 3 4 5	
4	What resources or tools have been most helpful for coordinating transactions in the past?	1 2 3 4 5	
5	What strategies have you employed to ensure transactions close on time and without problems?	1 2 3 4 5	
6	Are there any specific challenges that you feel would be beneficial for me to know about when considering you as a Transaction Coordinator?	1 2 3 4 5	
7	How adept are you at making sure all parties involved in the transaction are kept updated and informed of progress?	1 2 3 4 5	
8	Do you have any experience with tracking homeowner payment information and mortgage insurance?	1 2 3 4 5	
9	How comfortable are you working in a fast-paced environment?	1 2 3 4 5	
10	What do you think sets you apart from other candidates for this position?	1 2 3 4 5	
11	How do you ensure that all parties involved in the transaction are fully informed of all progress updates and potential delays?	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	

CRITERIA	SCORE (1-5)	NOTES
Organizational Fit Would this hire steer the organization the right way?	<div>12345</div>	<div></div> <div></div> <div></div>
Directional Fit A step forward, or backward, in their career?	<div>12345</div>	<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.