

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · TREATMENT PLAN COORDINATOR

1	What experience do you have in treatment plan coordination?	1 2 3 4 5	
2	Tell me about the most successful treatment plans you've coordinated.	1 2 3 4 5	
3	How do you prioritize tasks and organize information when managing a client's care?	1 2 3 4 5	
4	Are there any areas of treatment planning that you would like to learn more about?	1 2 3 4 5	
5	What strategies have proven successful in motivating patients to follow their care plans?	1 2 3 4 5	
6	How would you handle a situation where a patient is refusing to comply with their treatment plan?	1 2 3 4 5	
7	What experience do you have working with doctors, nurses, and other healthcare professionals?	1 2 3 4 5	
8	Describe a time when you worked with a difficult patient and successfully achieved the desired outcome.	1 2 3 4 5	
9	How would you handle an ethical dilemma involving a treatment plan or patient care issue?	1 2 3 4 5	
10	How do you stay abreast of new developments in the treatment planning field?	1 2 3 4 5	
11	What organizational strategies do you use to ensure that patient care plans are followed correctly and efficiently?	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	

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.