***Sample interview grid–project coordinator***

QUESTION

RATING (**OUT OF** 3)

(out of 3)

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| 1 | What do you know about our organization? |  |
| 2 | Can you describe some of the challenges that the English-speaking community in our region faces? |  |
| 3 | Describe some qualifications and/or experience you possess for this role. |  |
| 4 | What are the most important qualities required to be a successful project coordinator? |  |
| 5 | How will you plan for this project if hired? What are the basic steps you would take? |  |
| 6 | What do you consider would be the biggest challenge you’ll face in this position? |  |
| 7 | Tell us about a time when you had a conflict with a co-worker. How did you deal with it? |  |
| 8 | Provide an example of when you had to make a critical decision in your supervisor’s absence. |  |
| 9 | Describe a situation where you needed to persuade someone to see things your way. |  |
| 10 | How does this project coordinator position fit into your long-term career goals? |  |
| 11 | What would you do if an important client or partner asked you a question that you did not know the answer to? |  |
| 12 | How would you deal with a dissatisfied community member or partner? |  |
| 13 | You have been working with a colleague who has not been performing well recently. How would you handle this situation? |  |
| 14 | What would you do if you worked hard on a task, and your manager told you that priorities have changed and you must start over from scratch? |  |
| TOTAL: | | / 42 |