The Coordinator

Use this scoring key to see if candidates are a good team match.

Your team needs the Coordinator

Interview Question	Very Poor (1)	Poor (2)	Acceptable (3)	Good (4)	Very Good (5)
1. Can you give an example of a project or initiative where you successfully planned and organised people and work to achieve a specific objective? How did you allocate tasks, establish timelines, and ensure effective coordination among team members? What were the outcomes of your planning and organising efforts?	• Vague example with incomplete details. • Lack of clarity on task allocation, timelines, and team coordination. • No mention of planning outcomes. • Response lacks depth and understanding.	• Partially clear example with limited context. • Some explanation of task allocation, timelines, and team coordination. • Limited mention of outcomes without clear impact. • Response lacks conciseness.	• Clear example of successful planning and organizing. • Structured explanation of task allocation, timelines, and team coordination. • Mention of outcomes, but lacks in-depth analysis. • Response demonstrates a satisfactory understanding.	• Detailed example of successful planning and organising. • Highly structured approach to task allocation, timelines, and team coordination. • Evidence of positive outcomes with some impact analysis. • Response shows a strong understanding.	• Exceptional example, demonstrating exceptional planning and organising skills. • Highly sophisticated approach to task allocation, timelines, and team coordination. • Clear evidence of successful outcomes with in-depth impact analysis. • Response showcases understanding
2. Describe a situation in which you were tasked with developing procedures and systems to improve the efficiency or effectiveness of a process. How did you go about identifying areas for improvement, designing the new procedures/systems, and implementing them within the organisation? What impact did these changes have on the overall operations?	• Incomplete example of process improvement. • Unclear on identification, design, and implementation of changes. • No mention of impact on operations. • Response lacks depth & understanding.	• Partially clear example, lacking details. • Brief explanation of improvement steps. • Limited mention of impact without evidence. • Response needs conciseness & precision.	• Clear example of process improvement. • Structured approach to changes. • Mention of impact without deep analysis. • Satisfactory understanding & communication.	• Detailed & complete improvement example. • Highly structured change process. • Evidence of impact with some analysis. • Strong understanding & communication.	depth anding &
3. Tell me about a time when you had to define priorities, set targets, and enforce deadlines for a team or project. How did you determine the order of importance for tasks and establish clear goals? How did you ensure that deadlines were met and how did you handle any challenges or obstacles along the way? What were the results of your efforts in terms of meeting targets and completing projects on time.	• Incomplete example of defining priorities, setting targets, and enforcing deadlines. • Unclear on determining task importance and establishing clear goals. • No mention of handling challenges or achieving results.	• Partially clear example, lacking details. • Brief explanation of task importance and goal setting. • Limited mention of deadline enforcement and handling challenges.	• Clear example of defining priorities and enforcing deadlines. • Structured approach to determining task importance and setting goals. • Mention of deadline enforcement and handling challenges.	• Detailed example of defining priorities and enforcing deadlines. • Highly structured process task importance and clear goals. • Effective deadline enforcement and handling challenges.	oach to d clear deadline d overcoming

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How to objectively score and rank candidates

Equipped with your team's ideal candidate profile and interview questions, the next step is to score your candidates.

Use the table to score how well candidates respond to the interview questions provided in your ideal candidate profile.

Each candidate profile has a unique scoring key.

If you would like to assess the team again, or another one, you can hit the link below.

Use this tool to build higher-performing teams

Click here to start again

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3. Tell me about a time when you had to define priorities, set targets, and enforce deadlines for a team or project. How did you determine the order of importance for tasks and establish clear goals? How did you ensure that deadlines were met and how did you handle any challenges or obstacles along the way? What were the results of your efforts in terms of meeting targets and completing projects on time.	• Incomplete example of defining priorities, setting targets, and enforcing deadlines. • Unclear on determining task importance and establishing clear goals. • No mention of handling challenges or achieving results.	• Partially clear example, lacking details. • Brief explanation of task importance and goal setting. • Limited mention of deadline enforcement and handling challenges.	• Clear example of defining priorities and enforcing deadlines. • Structured approach to determining task importance and setting goals. • Mention of deadline enforcement and handling challenges.	• Detailed example of defining priorities and enforcing deadlines. • Highly structured process for task importance and clear goals. • Effective deadline enforcement and handling of challenges.	• Exceptional example of defining priorities and enforcing deadlines. • Sophisticated approach to task importance and clear goals. • Highly effective deadline enforcement and overcoming challenges.

This scoring key provides a method to evaluate a candidate's experience and potential to perform the types of work your team needs most.

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What now?

You can now identify, assess, and rank the right candidates for what your team truly needs. Hire for higher performance!

About the Author

Rudy Crous, CEO and Co-Founder, Compono.

As a Corporate Psychologist, Rudy has guided businesses on how to improve their company culture, competence and behaviours to help them excel in their mission and objectives. Passionate about people and intrigued by their relationship with work, Rudy saw a disconnect between the work cycle and human resources.

Traditional recruitment and internal development approaches weren't working, with both companies and individuals frustrated with the hiring process and people's expectations of career development. This led to Compono being born. Utilising technology to bring the best practice approaches, science and academia into the world of work.

Know who you are.
Get who you need.
Hiring for culture made easy.

Learn more at compono.com

Compono

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