

Candidate Evaluation Form

Candidate Name		Interviewer	
Position Title	<i>Patient Care Coordinator</i>	Interview Date	
Desired Salary		Interview Start Time	
Available Start Date		Interview End Time	

Rating Scale Responses	Interviewer Recommendation
1. No answer 2. Does not meet expectations 3. Meets expectations 4. Exceeds expectations 5. Outstanding Total Score: _____	<input type="checkbox"/> Hire <input type="checkbox"/> Needs additional interview <input type="checkbox"/> Possible fit for different position <input type="checkbox"/> Do not hire but keep on file <input type="checkbox"/> Do not hire Comments:

Questions	Rating	Notes
How does your background set you up for success as a patient care coordinator?		
Can you define the PCC scope with examples of specific responsibilities that fall within (or outside) of it?		

What do you consider to be the top three priorities of an effective patient consultation or intake interview?		
Do you use any organization systems to ensure you stay on top of heavy caseloads and hectic scheduling requirements?		
How do you approach patient education as the care coordinator (specifically regarding care plan requirements)?		
Have you ever had to coordinate care between multiple providers to help a patient achieve their goals?		
If a patient stopped participating in follow-up requirements, how would you re-engage them?		
Additional Questions:		