

Patient Flow Coordinator Evaluation Form

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|----------------------|---------------------------------|----------------------|--|
| Candidate Name | | Interviewer | |
| Position Title | <i>Patient Flow 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 have your past leadership experiences prepared you for the flow coordinator role at our facility? | | |
| Tell me about a time when you contributed to a quality improvement initiative. What was the project, and what were the results? | | |

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| How would you approach training staff on flow optimization strategies? | | |
| In your past healthcare jobs, how have you prioritized system-wide oversight? | | |
| How do you protect the confidentiality of medical information during your work process? | | |
| Describe a time when you identified a shortcoming at a healthcare facility you worked for. What was the problem, and how did you address it? | | |
| How do you stay current on healthcare operations strategies? | | |
| Additional Questions: | | |