

## Candidate Evaluation Form

Candidate Name		Interviewer	
Position Title	<i>Surgical 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
What experiences have contributed to making you the ideal surgical coordinator for our facility?		
Can you list your top three day-to-day priorities as a surgical coordinator?		

What are the essential conversation points of an effective surgical booking interview?		
How do you stay organized and keep track of administrative details for heavy patient caseloads?		
Which follow-up steps would you take to correct an accidental surgical overbooking?		
Say clinical staff is overwhelmed and blames you for a busy surgical schedule. How would you address that conflict?		
Has there ever been a time where you felt like you made a real difference for a patient as a surgical coordinator?		
<b>Additional Questions:</b>		