

Candidate Evaluation Form

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|----------------------|-----------------------------|----------------------|--|
| 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 |
|--|---|
| <p>1. No answer 2. Does not meet expectations 3. Meets expectations 4. Exceeds expectations 5. Outstanding</p> <p>Total Score: _____</p> | <p><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</p> <p>Comments:</p> |

| 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? | | |

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|---|--|--|
| 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? | | |
| Additional Questions: | | |