**Interview Guide: Program Coordinator**

|  |  |
| --- | --- |
| **Position:** | Program Coordinator |
| *Name of Physician Society* | |
| **Candidate:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Experience** | Tell us what you know about XX Hospital and this role. |
|  |
| Please provide us an overview of your education and work experience that relates to this position. |
|  |
| How does this position fit in with your career path? |
|  |
| **Building and Maintaining Relationships** | How would you support the development of relationships between physicians who have different cultures, perspectives and priorities? Can you share a related experience? |
|  |
| Describe a time when you've had to recruit different stakeholders to participate in a project or program. How did you get them on board? How did you gain agreement to move forward? |
|  |
| Describe a time when you've worked with groups who had conflicting interests. How did you bring the groups together to form a consensus and move to an agreement? |
|  |
| Discuss what you see to be the most effective tactics in introducing something new to a group of physicians? |
|  |
| **Project and Team Experience** | Tell us about a time when you took on a significant role in developing and implementing project that you are particularly proud of.  Probes: Were you satisfied with the outcome? If given the change, what would you have done differently? |
|  |
| Describe a situation where you worked under a tight deadline.  Provide an example of a time when you had to be quick in coming to a decision. What obstacles did you face? |
|  |
| Can you give us sense of your familiarity with working with data, developing reports?  Can you give us sense of your familiarity with building reports by describing reports that you have developed, and the tools that you used? |
|  |
|  | Give an example of when you had to work with someone who was difficult to get along with. How/why was this person difficult? How did you handle it? How did the relationship progress? |
|  |  |
| **Organizational Skills** | Describe a situation where you had multiple priorities and deadlines. How did you organize yourself? |
|  |
| This position requires a high level of accuracy and attention to detail. What steps do you take to ensure that your work is accurate? |
|  |
| **Communication Skills** | Describe a situation where you were asked a question you didn't know the answer to. How did you go about finding the right answer? |
|  |
| How would people that have worked with you define your personal characteristics and traits? |
|  |
| **Additional Questions** | This job requires your own equipment, working remotely and at a variety of meeting locations potentially after regular business hours. Are you comfortable with this type of working environment? |
|  |