

## Interior Design Coordinator Interview Questions

1. Tell me how you organize, plan, and prioritize your work.

2. Share an experience in which conferring with a client helped you to effectively meet his/her expectations. What factors do you consider when meeting with clients, e.g. budget?

3. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

4. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

5. What is the key to success when communicating with the public.

6. Share an experience you had in dealing with a difficult person and how you handled the situation.

7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

8. Share an experience in which you oversaw the assembly, fabrication, construction, maintenance, or modification of equipment. How did you communicate to the staff what you wanted?

9. Share an experience when you applied new technology or information in your job. How did it help your company?

10. Give me an example of when you thought outside of the box. How did it help your employer?