



HOW TO ASSESS AND HIRE A NEW COORDINATOR

INTERVIEW QUESTIONS FOR SOMEONE WHO HAS NO PRIOR CLINICAL EXPERIENCE

- **Why are you interested in this position?**
- **What do you know about clinical research?**
 - Is the person knowledgeable about the purpose and significance of clinical research?
 - Does the candidate seem enthusiastic about clinical research?



- **What medical areas interest you?**
 - Do the candidate's interests overlap with the clinical trial in question?
- **What are your future career goals?**
 - Does the candidate demonstrate long-term interest in medicine and/or research?
 - If the person is invested in the fields of medicine and research, he or she may be equipped to successfully conquer the steep learning curve of coordinator training.

INTERVIEWEE HAS PREVIOUS EXPERIENCE



- **Why are you interested in this position?**
- **What types of trials have you been involved with in the past?**
 - Do the candidate's previous experiences overlap with the clinical trial in question?
 - If not, does the candidate seem willing to learn about a new type of clinical trial?
- **What have you learned from your previous experience(s) as a clinical research coordinator?**
 - The candidate should be able to provide concrete examples and discuss the lessons they learned.
- **What are your future career goals?**
- **Do you have other experiences in a clinical research setting? Please explain.**
 - Examples may include recruitment experience, experience dealing with budgets and contracts, and experience training other staff members.

Qualities to Look for in a Potential Coordinator



Prior knowledge or demonstrated willingness to learn



Autonomy



Readiness



Ability



Motivation



TIP: Interview 10 qualified applicants for every one person you want to hire.



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