



InterviewPenguin.com

Your Best Job Interview Coach Since 2011

Training Coordinator Interview Questions

1. Why do you want to work as a training coordinator?
2. Why did you apply with us? Almost all big organizations in the city advertise some job openings for training coordinators...
3. How do you imagine a typical day in work?
4. Describe a time when you were busy in work, and had to prioritize your tasks.
5. What are your expectations on other training team members, such as training specialists, or HR managers?
6. How would you ensure that employees stay focused during a long training session?
7. Where do you see yourself in five years from now? Is there any particular job you'd like to have in the future?
8. Describe the most challenging planning or coordinating experience of your life.
9. Describe a conflict you had with one of your colleagues, perhaps in your previous job.
10. Describe a time you found it difficult to get your message over to one of your colleagues. What did you do to eventually succeed?
11. Describe the biggest failure of your professional career.
12. On a scale from one to ten, how would you rate your skills with MS Excel (MS Outlook, other common office software)?
13. What do you consider your greatest weakness as a coordinator?
14. Why training coordinator, and not training specialist, or other advanced role in HR?
15. Why should we hire you, and not one of many other applicants for this job?

Source and answers to the questions: <https://interviewpenguin.com/training-coordinator-interview/>