

# Transportation Coordinator Interview Outcomes Summary

Date: [Insert Date]

To: [Interviewer's Name]

From: [Your Name]

Subject: Interview Outcomes Summary for Transportation Coordinator Position

## Interview Overview

On [insert interview date], we conducted interviews for the Transportation Coordinator position with the following candidates:

- [Candidate Name 1]
- [Candidate Name 2]
- [Candidate Name 3]

## Candidate Evaluations

### [Candidate Name 1]

Strengths: [Insert strengths]

Areas for Improvement: [Insert areas for improvement]

Overall Impression: [Insert overall impression]

### [Candidate Name 2]

Strengths: [Insert strengths]

Areas for Improvement: [Insert areas for improvement]

Overall Impression: [Insert overall impression]

### [Candidate Name 3]

Strengths: [Insert strengths]

Areas for Improvement: [Insert areas for improvement]

Overall Impression: [Insert overall impression]

## **Next Steps**

Based on the evaluations, we recommend the following actions:

- [Action 1]
- [Action 2]
- [Action 3]

Thank you for your participation in the interview process. Please feel free to reach out with any questions or further insights.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]