

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · AGENCY MANAGER

1	What experience do you have in managing agencies?	1 2 3 4 5	
2	How familiar are you with the agency's mission and goals?	1 2 3 4 5	
3	Have you ever managed a team of people before?	1 2 3 4 5	
4	Describe your experience working with clients and vendors.	1 2 3 4 5	
5	Are you comfortable leading meetings, training sessions, and presentations?	1 2 3 4 5	
6	Tell me about a time when you successfully dealt with an unexpected challenge while managing an agency.	1 2 3 4 5	
7	Do you have any special skills or software programs that would be beneficial to working at an agency?	1 2 3 4 5	
8	Explain your strategy for keeping the agency organized and efficient.	1 2 3 4 5	
9	How do you ensure all team members are on the same page?	1 2 3 4 5	
10	What methods do you use to motivate employees and foster a collaborative working environment?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?	1 2 3 4 5	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.