

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ASSISTANT DIRECTOR

1	What experience do you have in an assistant director role?	1 2 3 4 5	
2	What qualifications do you possess that make you ideal for this job?	1 2 3 4 5	
3	How well do you handle stress and pressure?	1 2 3 4 5	
4	What leadership qualities do you have that could contribute to our team's success?	1 2 3 4 5	
5	Give an example of a time when you had to deal with a difficult situation.	1 2 3 4 5	
6	What do you think are the key attributes of a successful assistant director?	1 2 3 4 5	
7	What motivates you to do your best work?	1 2 3 4 5	
8	How well do you handle criticism?	1 2 3 4 5	
9	What would you say is your biggest accomplishment in an assistant director role?	1 2 3 4 5	
10	What do you think are the biggest challenges faced by assistant directors?	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.