

| CANDIDATE | INTERVIEWER | DATE | STAGE |
|-----------|-------------|------|-------|
|-----------|-------------|------|-------|

INTERVIEW QUESTIONS · ASSISTANT GENERAL MANAGER

|    |                                                                                                      |           |  |
|----|------------------------------------------------------------------------------------------------------|-----------|--|
| 1  | How have you handled difficult personnel decisions in the past?                                      | 1 2 3 4 5 |  |
| 2  | What steps have you taken to ensure safety and security compliance within a business?                | 1 2 3 4 5 |  |
| 3  | How would your previous colleagues describe your management style?                                   | 1 2 3 4 5 |  |
| 4  | What have you done that demonstrates your ability to lead a team effectively?                        | 1 2 3 4 5 |  |
| 5  | How do you stay up-to-date with the industry trends and best practices related to this role?         | 1 2 3 4 5 |  |
| 6  | What strategies do you think would be effective for increasing employee engagement and productivity? | 1 2 3 4 5 |  |
| 7  | Describe how you make sure the day-to-day operations of the team run smoothly.                       | 1 2 3 4 5 |  |
| 8  | What systems and processes have you implemented in the past to ensure quality control?               | 1 2 3 4 5 |  |
| 9  | How do you motivate your team and keep them focused on achieving goals?                              | 1 2 3 4 5 |  |
| 10 | How do you maintain organization while juggling several projects simultaneously?                     | 1 2 3 4 5 |  |

OVERALL ASSESSMENT

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

CRITERIA

SCORE (1-5)    NOTES

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.