

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ASSISTANT MANAGER

1	What are the Assistant Manager's main duties?	12345	
2	Tell me about your experience managing a team.	12345	
3	What methods do you use to motivate your team?	12345	
4	Describe a time when you had to deal with a difficult situation.	12345	
5	What would you do differently if you were in the same situation again?	12345	
6	How do you handle conflict within a team?	12345	
7	Tell me about a time when you made a mistake at work.	12345	
8	What are the main qualities of a successful assistant manager?	12345	
9	What are your goals for the future and how can this position help you achieve them?	12345	
10	What is your experience with budgets and financial reports?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.