

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ASSISTANT PRODUCTION MANAGER

1	What experience do you have in production management?	12345	
2	What strategies do you use to ensure efficient workflow?	12345	
3	How would you handle a challenging production situation?	12345	
4	Are there any areas of the production process that could be improved upon?	12345	
5	Describe a time when you used your problem-solving skills to overcome an issue with a project.	12345	
6	Do you have experience working closely with suppliers and vendors on behalf of the client?	12345	
7	How would you communicate progress updates to clients or supervisors?	12345	
8	What tools do you use to track and monitor production plans?	12345	
9	Describe your experience in managing deadlines and setting priorities.	12345	
10	Are you able to work independently, as well as collaborate with a team?	12345	
11	Do you have any suggestions on how to increase efficiency in the production process?	12345	
12	How do you stay up-to-date on the latest industry trends and developments?	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	

CRITERIA

SCORE (1-5) NOTES

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.