

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ASSISTANT PROJECT MANAGER

1	What strategies do you use to get team members to work together effectively?	1 2 3 4 5	
2	What is your greatest strength as an Assistant Project Manager?	1 2 3 4 5	
3	How would you describe your experience working with a project team?	1 2 3 4 5	
4	What are some of the challenges you have faced as an Assistant Project Manager?	1 2 3 4 5	
5	Tell me about when you had to manage a conflict within the project team.	1 2 3 4 5	
6	What systems do you know how to use effectively to manage projects?	1 2 3 4 5	
7	Can you give me an example of how you have successfully managed a project?	1 2 3 4 5	
8	What methods do you use to ensure all stakeholders are on the same page throughout the project?	1 2 3 4 5	
9	How would you prioritize tasks and manage competing deadlines?	1 2 3 4 5	
10	How do you stay organized and motivated while managing multiple projects at once?	1 2 3 4 5	
11	How do you ensure the project is progressing and meeting its goals?	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	

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.