avaHR

Assistant Store Manager Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · ASSISTANT STORE MANAGER

1	What prior experience do you have in retail?	1 2 3 4 5	
2	What motivates you to work in a retail environment?	1 2 3 4 5	
3	Describe a time when you had to manage a difficult situation.	1 2 3 4 5	
4	How would you handle it if a customer was unhappy with their purchase?	1 2 3 4 5	
5	What is your understanding of Loss Prevention and how would you prevent theft in your store?	1 2 3 4 5	
6	What do you feel is the most important aspect of customer service?	1 2 3 4 5	
7	How would you deal with a difficult employee?	1 2 3 4 5	
8	How would you handle merchandise theft or loss?	1 2 3 4 5	
9	Describe a time when you had to provide feedback to a subordinate.	1 2 3 4 5	
10	What strategies do you have for motivating employees and increasing sales?	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.