

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ASSISTANT SUPERVISOR

1	What experience do you have in a supervisory role?	1 2 3 4 5	
2	Describe a time when you successfully delegated tasks to subordinates.	1 2 3 4 5	
3	How would your previous co-workers describe your leadership style?	1 2 3 4 5	
4	Have you ever had to manage a difficult situation with an employee or client? If so, how did you handle it?	1 2 3 4 5	
5	Are there any areas that you feel need improvement when it comes to management and supervision?	1 2 3 4 5	
6	What strategies do you use for developing team morale and productivity?	1 2 3 4 5	
7	How do you ensure that all your team members are held accountable and that they meet deadlines?	1 2 3 4 5	
8	What strategies do you employ to resolve conflicts between employees or customers?	1 2 3 4 5	
9	Describe the steps you take to coach and mentor new employees.	1 2 3 4 5	
10	How do you keep up with changes in industry regulations or standards?	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.