

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ATHLETIC DIRECTOR

1	What experience do you have in managing sports programs?	1 2 3 4 5	
2	How would you use your knowledge and skills to improve any athletics department?	1 2 3 4 5	
3	What challenges have you faced as an Athletic Director in the past, and how did you overcome them?	1 2 3 4 5	
4	How do your communication skills help when working with coaches, parents, students, and administrators?	1 2 3 4 5	
5	What strategies would you implement to ensure team unity while boosting the morale of members of the team?	1 2 3 4 5	
6	What measures have you taken in the past to ensure that teams are adequately funded and staffed?	1 2 3 4 5	
7	How would you handle disciplinary issues among athletes, coaches, and staff members?	1 2 3 4 5	
8	How do you plan on creating a safe environment for all student-athletes both on and off the field or court?	1 2 3 4 5	
9	Do you have any methods for managing budget restraints while still meeting significant athletic goals?	1 2 3 4 5	
10	What kind of leadership approach do you take when working with athletes, coaches, and other stakeholders in our sports program?	1 2 3 4 5	
11	Are there any areas of growth within the Athletics Department that you think need immediate attention or further development?	1 2 3 4 5	
12	What strategies will you employ to ensure success in recruiting highly talented players for our team?	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	

CRITERIA	SCORE (1-5)	NOTES
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.