

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BANQUET CAPTAIN

1	What experience do you have in banquet/event management?	1 2 3 4 5	
2	How would you handle a situation involving an angry customer at a banquet event?	1 2 3 4 5	
3	How do you manage multiple tasks while running a significant event?	1 2 3 4 5	
4	Describe how your previous co-workers and supervisors would describe your performance.	1 2 3 4 5	
5	Describe the most challenging tasking you faced as Banquet Captain and how you overcame it.	1 2 3 4 5	
6	Do you prefer working independently or in teams, and why?	1 2 3 4 5	
7	How do you ensure guests have a positive experience while attending your events?	1 2 3 4 5	
8	What measures do you take to reduce costs while delivering the highest quality services?	1 2 3 4 5	
9	Do you have any suggestions for how we can improve our banquet operations?	1 2 3 4 5	
10	What techniques do you employ for successful event planning and execution?	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.