

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BUSINESS DEVELOPMENT EXECUTIVE

1	What experience do you have in the field of business development?	1 2 3 4 5	
2	Describe a successful project you launched or developed that increased revenue for your previous employer.	1 2 3 4 5	
3	How did you build relationships with key stakeholders to bring projects to completion?	1 2 3 4 5	
4	Tell us about a challenge you faced during a project and how you overcame it.	1 2 3 4 5	
5	How have you used data and analytics to help inform business development decisions?	1 2 3 4 5	
6	Describe when you had to analyze complex situations, identify critical problems, and develop solutions.	1 2 3 4 5	
7	What strategies have you employed to identify new markets or target customer segments?	1 2 3 4 5	
8	How would you evaluate the success of a new business development initiative?	1 2 3 4 5	
9	What methods do you use to stay up-to-date on industry trends and best practices?	1 2 3 4 5	
10	How do you ensure cross-functional teams work together efficiently to achieve overall 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	

CRITERIA	SCORE (1-5)	NOTES
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	<div></div> <div></div> <div></div>
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	<div></div> <div></div> <div></div>

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.