

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BUSINESS DEVELOPMENT OFFICER

1	What experience do you have in business development?	1 2 3 4 5	
2	What contributions have you made to foster the growth of businesses in your previous experiences?	1 2 3 4 5	
3	Tell me about a time when your strategies had successful results.	1 2 3 4 5	
4	What techniques do you use to identify and reach out to potential clients?	1 2 3 4 5	
5	Describe a time when you successfully negotiated with clients.	1 2 3 4 5	
6	What strategies do you use to establish long-term relationships with clients?	1 2 3 4 5	
7	How do you stay current on the latest industry trends and opportunities?	1 2 3 4 5	
8	How would your past experience help our business grow?	1 2 3 4 5	
9	Tell me about when you had to think outside the box to reach new prospects.	1 2 3 4 5	
10	Describe a time when you had to adapt your approach to find success.	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.