

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BUSINESS DEVELOPMENT SPECIALIST

1	What are the essential skills of a successful Business Development Specialist?	1 2 3 4 5	
2	Describe a project or initiative you've worked on and how you achieved success with it.	1 2 3 4 5	
3	How have you used communication to build relationships with potential clients?	1 2 3 4 5	
4	Can you give an example of how you've used data to develop creative strategies for business development?	1 2 3 4 5	
5	What challenges have you experienced when expanding a company's customer base?	1 2 3 4 5	
6	How do you stay up-to-date with the latest trends in business development?	1 2 3 4 5	
7	How would your experience make you a good fit for this role?	1 2 3 4 5	
8	What do you find most rewarding about developing relationships with clients?	1 2 3 4 5	
9	Describe a time when you had to make a difficult decision that affected the success of a business development project.	1 2 3 4 5	
10	How would you create an effective strategy for approaching new potential customers?	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.