

CANDIDATE	INTERVIEWER	DATE	STAGE
INTERVIEW QUESTIONS · BUSINESS OPERATIONS MANAGER			
1	What experience do you have in Business Operations?	12345	
2	How have you improved operational processes at previous employers?	12345	
3	Describe a tough decision you've had to make that impacted business operations.	12345	
4	Have you ever managed a remote team before?	12345	
5	What tactics did you use to ensure deadlines were met on time?	12345	
6	How do you go about setting and achieving objectives while managing risks?	12345	
7	Explain how your knowledge of digital marketing strategies can benefit this role.	12345	
8	What strategies have you used to motivate a team?	12345	
9	How do you put together an effective business plan?	12345	
10	Tell us about a time when you took the initiative to address a problem with operations.	12345	
11	Describe the process of developing and implementing new operational procedures.	12345	
12	What experience do you have in budgeting and financial planning?	12345	
13	What tools or software do you use to monitor operational performance?	12345	
14	How do you keep up with industry trends and best practices in business operations?	12345	
OVERALL ASSESSMENT			
CRITERIA	SCORE (1-5)	NOTES	
Educational Background Appropriate qualifications or training for the position.	12345		
Prior Work Experience Skills or qualifications acquired through past work.	12345		
Qualifications / Experience The technical skills the position actually needs.	12345		
Problem Solving Abilities Demonstrated critical problem-solving.	12345		

CRITERIA	SCORE (1-5)	NOTES
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.