

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BUSINESS PROCESS MANAGER

1	How have you optimized and created business processes in the past?	1 2 3 4 5	
2	What strategies do you use to ensure efficiency within a process?	1 2 3 4 5	
3	What experience do you have with managing data flows, analysis, and visualization of outcomes?	1 2 3 4 5	
4	Please describe how your skills as a Business Process Manager can benefit our company.	1 2 3 4 5	
5	Can you provide examples of successful process implementations or improvements that you've overseen in the past?	1 2 3 4 5	
6	How do you handle challenging situations and deadlines as a Business Process Manager?	1 2 3 4 5	
7	What processes have you led, and how did you ensure success?	1 2 3 4 5	
8	Are there any future trends or technologies that could help optimize business processes?	1 2 3 4 5	
9	What methods do you use to measure and analyze the performance of a business process?	1 2 3 4 5	
10	How do you stay up-to-date with the best practices and advancements in the industry?	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?	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.