

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BUYER

1	What experience do you have in the purchasing field?	12345	
2	Can you describe when you had to negotiate a good deal for your company?	12345	
3	What industry trends do you follow and why?	12345	
4	How well do you handle pressure and deadlines?	12345	
5	What makes you the best candidate for this position?	12345	
6	What methods do you use to stay organized while managing multiple projects?	12345	
7	How do you handle difficult conversations with suppliers or other stakeholders?	12345	
8	What strategies have you implemented to reduce costs related to purchasing?	12345	
9	How would you manage the budget for a department?	12345	
10	What are some of the challenges you've faced as a Buyer?	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	
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.