

| CANDIDATE | INTERVIEWER | DATE | STAGE |
|-----------|-------------|------|-------|
|-----------|-------------|------|-------|

INTERVIEW QUESTIONS · CAFE MANAGER

|    |                                                                                              |       |  |
|----|----------------------------------------------------------------------------------------------|-------|--|
| 1  | What experience do you have managing a cafe?                                                 | 12345 |  |
| 2  | How would you handle difficult customer service situations?                                  | 12345 |  |
| 3  | What strategies do you use to motivate staff and maintain high morale?                       | 12345 |  |
| 4  | How do you ensure effective communication with employees, customers, and other stakeholders? | 12345 |  |
| 5  | Describe how you've successfully managed inventory in the past.                              | 12345 |  |
| 6  | Can you provide examples of how your leadership has benefited cafes in the past?             | 12345 |  |
| 7  | What methods do you use to stay organized and prioritize tasks?                              | 12345 |  |
| 8  | How have your past experiences prepared you for this role?                                   | 12345 |  |
| 9  | What measures do you take to ensure the cafe runs smoothly on a daily basis?                 | 12345 |  |
| 10 | Describe how you measure success in a managerial role.                                       | 12345 |  |
| 11 | What strategies have you implemented in the past to increase customer loyalty and sales?     | 12345 |  |
| 12 | How do you stay up-to-date with industry trends and best practices?                          | 12345 |  |

OVERALL ASSESSMENT

| CRITERIA                                                                                  | SCORE (1-5) | NOTES |
|-------------------------------------------------------------------------------------------|-------------|-------|
| <b>Educational Background</b><br>Appropriate qualifications or training for the position. | 12345       |       |
| <b>Prior Work Experience</b><br>Skills or qualifications acquired through past work.      | 12345       |       |
| <b>Qualifications / Experience</b><br>The technical skills the position actually needs.   | 12345       |       |
| <b>Problem Solving Abilities</b><br>Demonstrated critical problem-solving.                | 12345       |       |
| <b>Communication</b><br>Team building and communication skills.                           | 12345       |       |

CRITERIA

SCORE (1-5)    NOTES

|                                                                                    |                  |  |
|------------------------------------------------------------------------------------|------------------|--|
| <b>Organizational Fit</b><br>Would this hire steer the organization the right way? | <div>12345</div> |  |
| <b>Directional Fit</b><br>A step forward, or backward, in their career?            | <div>12345</div> |  |

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.