

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CEO

1	What experience do you have that makes you qualified for the CEO role?	1 2 3 4 5	
2	How would you describe your management style?	1 2 3 4 5	
3	What strategies do you think are essential in leading an organization to success?	1 2 3 4 5	
4	How comfortable are you making decisions without input from others?	1 2 3 4 5	
5	How have you managed difficult situations or dynamics in the past?	1 2 3 4 5	
6	What is the most essential skill to have as a leader?	1 2 3 4 5	
7	How do you handle feedback, criticism, and failure?	1 2 3 4 5	
8	What type of culture are you looking to create within this organization?	1 2 3 4 5	
9	How would you balance short-term objectives with long-term goals?	1 2 3 4 5	
10	What are your thoughts on delegating and trusting others to take the initiative?	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	
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.