

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

INTERVIEW QUESTIONS · CHIEF BUSINESS OFFICER

1	Can you describe your experience in developing and executing business strategies?	1 2 3 4 5	
2	How do you prioritize and manage multiple projects to ensure organizational goals are met?	1 2 3 4 5	
3	Could you provide an example of a time when you identified a significant market opportunity and successfully leveraged it?	1 2 3 4 5	
4	How do you ensure alignment between business strategies and organizational goals?	1 2 3 4 5	
5	What strategies do you use to manage budgets and allocate resources effectively?	1 2 3 4 5	
6	Tell us about a time when you had to navigate a significant business challenge. What was your approach and the outcome?	1 2 3 4 5	
7	How do you cultivate and maintain strong relationships with stakeholders?	1 2 3 4 5	
8	Can you discuss your experience in working closely with other senior executives to drive company-wide initiatives?	1 2 3 4 5	
9	How do you measure and evaluate the success of business initiatives, and what metrics do you consider key?	1 2 3 4 5	
10	What is your approach to fostering a culture of continuous improvement and innovation within an organization?	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.