

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

INTERVIEW QUESTIONS · CHIEF COMMUNICATIONS OFFICER

1	Could you share an example of a successful communication strategy you've implemented in a past position?	12345	
2	How do you handle crisis communications, and what is your approach to damage control in such situations?	12345	
3	What methods do you use to measure the effectiveness of your communication strategies?	12345	
4	Could you please describe your approach to maintaining consistent messaging across different communication channels?	12345	
5	Can you give an example of how you managed internal communications to improve employee engagement and morale?	12345	
6	How do you stay current with emerging trends and technologies in communications?	12345	
7	Describe your experience with managing media relations and how you develop relationships with journalists and influencers.	12345	
8	What strategies do you use for effective social media management and digital content creation?	12345	
9	How do you align your communication strategies with the overall goals and objectives of the organization?	12345	
10	Can you provide an example of a time when your communication skills directly contributed to a business's success or growth?	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	

CRITERIA	SCORE (1-5)	NOTES
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.