

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CHIEF DIGITAL OFFICER

1	Can you describe your experience with leading digital transformation initiatives?	12345	
2	How do you integrate digital strategy with overall business goals?	12345	
3	What methods do you use to stay current with emerging digital trends and technologies?	12345	
4	How do you measure the success of digital initiatives?	12345	
5	Can you discuss a time when you had to lead the adoption of a new digital technology within your organization?	12345	
6	How do you approach digital marketing to enhance brand visibility?	12345	
7	How do you manage and analyze customer data to drive business decisions?	12345	
8	What strategies do you employ to foster a culture of innovation and digital literacy within an organization?	12345	
9	How do you ensure cross-departmental collaboration on digital projects?	12345	
10	What do you believe are the biggest challenges and opportunities in digital transformation for our industry?	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	

CRITERIA

SCORE (1-5) NOTES

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.