

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CHIEF LEGAL OFFICER

1	Can you describe your experience with managing a legal department in a corporate environment?	12345	
2	How do you stay updated on changes in laws and regulations that could impact our company?	12345	
3	Can you give an example of a time when you had to provide strategic legal advice that significantly influenced a business decision?	12345	
4	What is your approach to handling corporate governance and compliance issues?	12345	
5	How do you prioritize and manage risks for a company?	12345	
6	Can you describe a challenging litigation case you managed and the outcome?	12345	
7	How do you ensure that the contracts drafted and reviewed by your department are in the best interest of the company?	12345	
8	Describe a time when you had to navigate a conflict of interest within the company. How did you handle it?	12345	
9	How do you collaborate with other executives to align legal strategies with business objectives?	12345	
10	What metrics or KPIs do you use to measure the effectiveness of a legal department?	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	

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.