avaHR

Chief of Staff Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · CHIEF OF STAFF

1	Can you describe your experience in project management and how it relates to supporting an executive leader?	① ② ③ ④ ⑤	
2	How do you prioritize tasks when faced with several urgent issues?	① ② ③ ④ ⑤	
3	What strategies do you use to foster effective communication between the executive team and other departments?	① ② ③ ④ ⑤	
4	Can you provide an example of how you've managed a significant change within an organization?	① ② ③ ④ ⑤	
5	How do you measure the success of initiatives you are involved in?	① ② ③ ④ ⑤	
6	What role do you believe a Chief of Staff should play in strategic planning?	① ② ③ ④ ⑤	
7	How do you handle conflicts or disagreements among team members?	① ② ③ ④ ⑤	
8	Can you discuss your familiarity with data analysis and how it has informed your decision-making?	① ② ③ ④ ⑤	
9	What is your approach to building relationships with various stakeholders within and outside the organization?	① ② ③ ④ ⑤	
10	How do you stay organized and ensure that important tasks and deadlines are met?	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	

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.