

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CHIEF OPERATING OFFICER (COO)

1	Have you ever had to deal with a major operational crisis? If so, how did you handle it?	12345	
2	What strategies have you used in the past to achieve success?	12345	
3	Do you have any experience with Six Sigma or lean manufacturing principles?	12345	
4	What are some of your ideas for streamlining company operations?	12345	
5	How does your management style compare to our current leadership style?	12345	
6	What are the main responsibilities of a Chief Operating Officer?	12345	
7	How would you describe your experience with managing operations?	12345	
8	What is your vision for the future of the company's operations?	12345	
9	What is your experience with budgeting and financial forecasting?	12345	
10	What are some of the challenges you see in your role as Chief Operating Officer?	12345	
11	What are some of the most important qualities for a successful Chief Operating Officer?	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.