

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CHIEF PEOPLE OFFICER

1	Can you share an example of how you've successfully shaped or transformed a company's culture in a previous role?	1 2 3 4 5	
2	How do you approach the integration of diversity, equity, and inclusion strategies within the workplace?	1 2 3 4 5	
3	What strategies do you employ to ensure continuous employee engagement and satisfaction?	1 2 3 4 5	
4	How have you previously measured and improved employee performance and productivity?	1 2 3 4 5	
5	What is your approach to conflict resolution among employees, and can you provide an example of how you've handled a challenging situation?	1 2 3 4 5	
6	How do you stay informed about the latest HR trends and technologies, and have you implemented any innovative solutions in your past roles?	1 2 3 4 5	
7	Can you discuss your experience with talent acquisition and retention, particularly in competitive markets?	1 2 3 4 5	
8	How do you prioritize and manage your HR department's goals and initiatives against the broader company objectives?	1 2 3 4 5	
9	Describe a time when you had to make a tough decision to benefit the organization, despite potential pushback from employees or management.	1 2 3 4 5	
10	In your opinion, what is the most challenging aspect of being a Chief People Officer, and how do you manage it?	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	

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.