

| CANDIDATE | INTERVIEWER | DATE | STAGE |
|-----------|-------------|------|-------|
|-----------|-------------|------|-------|

INTERVIEW QUESTIONS · CHIEF PROCUREMENT OFFICER

|    |                                                                                                             |           |  |
|----|-------------------------------------------------------------------------------------------------------------|-----------|--|
| 1  | Can you share your experience in developing and implementing procurement strategies?                        | 1 2 3 4 5 |  |
| 2  | How do you stay updated on market trends and their potential impact on procurement activities?              | 1 2 3 4 5 |  |
| 3  | Tell me about a time when you successfully negotiated a favorable contract. What strategies did you employ? | 1 2 3 4 5 |  |
| 4  | How do you ensure strong and effective relationships with suppliers? Can you give an example?               | 1 2 3 4 5 |  |
| 5  | What methods do you use to assess supplier performance and ensure quality and reliability?                  | 1 2 3 4 5 |  |
| 6  | Can you describe your process for managing risks and preventing supply chain disruptions?                   | 1 2 3 4 5 |  |
| 7  | How do you handle ethical and compliance issues within the procurement process?                             | 1 2 3 4 5 |  |
| 8  | What technology or tools do you use to improve procurement efficiency?                                      | 1 2 3 4 5 |  |
| 9  | Can you give an example of how you managed a significant procurement project from start to finish?          | 1 2 3 4 5 |  |
| 10 | How do you balance cost savings with the need to maintain quality in acquisition decisions?                 | 1 2 3 4 5 |  |

OVERALL ASSESSMENT

| CRITERIA                                                                                  | SCORE (1-5) | NOTES |
|-------------------------------------------------------------------------------------------|-------------|-------|
| <b>Educational Background</b><br>Appropriate qualifications or training for the position. | 1 2 3 4 5   |       |
| <b>Prior Work Experience</b><br>Skills or qualifications acquired through past work.      | 1 2 3 4 5   |       |
| <b>Qualifications / Experience</b><br>The technical skills the position actually needs.   | 1 2 3 4 5   |       |
| <b>Problem Solving Abilities</b><br>Demonstrated critical problem-solving.                | 1 2 3 4 5   |       |
| <b>Communication</b><br>Team building and communication skills.                           | 1 2 3 4 5   |       |

| CRITERIA                                                                           | SCORE (1-5)      | NOTES                               |
|------------------------------------------------------------------------------------|------------------|-------------------------------------|
| <b>Organizational Fit</b><br>Would this hire steer the organization the right way? | <div>12345</div> | <div></div> <div></div> <div></div> |
| <b>Directional Fit</b><br>A step forward, or backward, in their career?            | <div>12345</div> | <div></div> <div></div> <div></div> |

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.