

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CLUB MANAGER

1	What experience do you have in the club industry?	12345	
2	What are the responsibilities of a Club Manager?	12345	
3	How would you handle difficult situations that may arise within the club environment?	12345	
4	How do you prioritize tasks and duties?	12345	
5	What is your experience with budgeting and financials?	12345	
6	What is your experience with event planning?	12345	
7	How would you deal with a conflict situation?	12345	
8	What motivated you to pursue a career in club management?	12345	
9	Describe a time when you successfully achieved a goal as Club Manager.	12345	
10	What systems or processes do you put in place to ensure the smooth operation of your club?	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	
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.