

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COMMUNICATIONS SPECIALIST

1	What is your experience in the field?	12345	
2	Tell me about a successful project you spearheaded.	12345	
3	What type of communication do you specialize in (written, oral, multimedia)?	12345	
4	How would you go about crafting a communication strategy for our company?	12345	
5	How do you handle feedback from clients?	12345	
6	What techniques do you use to ensure effective communication with all stakeholders?	12345	
7	How do you analyze a situation before making decisions or recommendations?	12345	
8	What have been the most successful tactics that you have used to reach target audiences?	12345	
9	Do you have experience in crisis communication and how would you manage it?	12345	
10	How would you go about developing a communications plan for our company?	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.