

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COMMUNITY MANAGER

1	What experience do you have working as a Community Manager?	12345	
2	How would you handle difficult customer feedback?	12345	
3	Describe your approach to creating engagement within the community.	12345	
4	What strategies would you use to promote our community and grow it?	12345	
5	How familiar are you with social media platforms including Twitter, Instagram, and Facebook?	12345	
6	How do you stay organized and prioritize tasks?	12345	
7	What techniques have you used to build relationships with members of the community?	12345	
8	Do you possess any creative skills, such as design, copywriting, or editing, that could be beneficial for our team?	12345	
9	What do you think is the most important aspect of a Community Manager role?	12345	
10	What experience do you have in data collection and analysis?	12345	
11	How comfortable are you with using tools such as Slack, Trello, or Asana to manage projects?	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.