

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CORPORATE COMMUNICATIONS SPECIALIST

1	How do you ensure consistent messaging across different communication channels?	12345	
2	Describe a time you managed a company's response to a public relations crisis.	12345	
3	How do you measure the effectiveness of a communication campaign?	12345	
4	Can you provide an example of a successful media engagement you've spearheaded?	12345	
5	How do you collaborate with other departments, like marketing or human resources, to ensure cohesive messaging?	12345	
6	How do you prioritize and manage multiple communication projects simultaneously?	12345	
7	Describe a situation where you had to convey a difficult message to employees or the public. How did you approach it?	12345	
8	How do you stay updated with the latest communication tools and platforms?	12345	
9	How have you handled a situation where company leaders or stakeholders disagreed with your communication approach?	12345	
10	Can you provide examples of how you've tailored a message to different audiences?	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	

CRITERIA

SCORE (1-5) NOTES

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.