

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DEPARTMENT HEAD

1	How would you define leadership success?	1 2 3 4 5	
2	What techniques have you used to increase efficiency within the department?	1 2 3 4 5	
3	Describe your approach to measuring and evaluating results.	1 2 3 4 5	
4	Do you have experience with budget management? If so, please explain.	1 2 3 4 5	
5	What challenges have you faced as a leader of a team and how did you resolve them?	1 2 3 4 5	
6	How do you ensure effective communication among members of the team?	1 2 3 4 5	
7	What strategies have you implemented to foster a culture of collaboration?	1 2 3 4 5	
8	How do you ensure the team remains focused and productive over time?	1 2 3 4 5	
9	What innovative solutions have you implemented to tackle problems or tasks?	1 2 3 4 5	
10	Are there any other qualities that make you an effective leader of a team?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
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.