

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DEPARTMENT MANAGER

1	How do you meet the goals of your department?	12345	
2	Have you ever managed a budget? Tell me about that experience.	12345	
3	What are the biggest challenges you face in your role?	12345	
4	Can you give me an example of a time when you successfully overcame a challenge?	12345	
5	Tell me about a time when you had to fire someone.	12345	
6	How do you handle conflict within your team?	12345	
7	Tell me about a project that you spearheaded.	12345	
8	What makes you a good fit for this role?	12345	
9	How would you describe your management style?	12345	
10	Do you have any experience with succession planning? Tell me about that.	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.