

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DIGITAL PROJECT MANAGER

1

What experience do you have managing digital projects?

1

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2

How would you approach setting a timeline for the completion of a project?

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Describe your strategy for staying organized on multiple tasks to meet deadlines.

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Can you explain how you utilize project management tools to ensure successful completion of projects?

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What is your approach to managing modifications to the project's scope or requirements?

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6

What techniques have you used to improve team collaboration and communication on projects?

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7

What processes do you follow to ensure projects are delivered on time and within budget?

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8

Do you have experience working with remote teams or stakeholders, and how did that impact your workflows/processes when managing digital projects?

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What have been some of the biggest challenges you have faced when managing digital projects, and how did you respond to those challenges?

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10

How do you ensure a successful handoff from the project team to the end user or client?

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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	

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.