

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · DIRECTOR OF BUSINESS DEVELOPMENT

1	What experience do you have in the business development field?	1 2 3 4 5	
2	How would you describe your leadership style?	1 2 3 4 5	
3	What strategies have you implemented to secure new opportunities and grow existing relationships?	1 2 3 4 5	
4	Can you provide examples of successful campaigns or initiatives that you have led?	1 2 3 4 5	
5	Describe a time when you had to make difficult decisions related to business development.	1 2 3 4 5	
6	Do you have experience with developing sales forecasts or analyzing market trends?	1 2 3 4 5	
7	What methods have you used to identify new revenue streams?	1 2 3 4 5	
8	How would you motivate and mentor team members in a business development setting?	1 2 3 4 5	
9	Are there any areas of business development that you feel need improvement?	1 2 3 4 5	
10	How do you stay current on the latest industry trends and technology related to business development?	1 2 3 4 5	
11	Describe when you had to work with tight deadlines on a business development project.	1 2 3 4 5	
12	Do you have any experience working with cross-functional teams to develop solutions?	1 2 3 4 5	
13	Are there any specific industries in which you have experience developing business relationships?	1 2 3 4 5	
14	What would you do to strengthen our existing partnerships and find new ones?	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	

CRITERIA	SCORE (1-5)	NOTES
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.