

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DIVERSITY MANAGER

1	What is your experience with creating and executing diversity initiatives?	1 2 3 4 5	
2	How have you created an inclusive environment in previous roles?	1 2 3 4 5	
3	Can you provide examples of strategies used to increase minority representation in the workplace?	1 2 3 4 5	
4	How do you evaluate success when it comes to managing a diverse workforce or team?	1 2 3 4 5	
5	Do you have any experience working with different cultures, backgrounds, or abilities?	1 2 3 4 5	
6	What would your approach be for addressing conflicts resulting from cultural differences within the workplace?	1 2 3 4 5	
7	What measures do you take to ensure diversity and inclusion are maintained?	1 2 3 4 5	
8	Do you have any strategies for building strong relationships with diverse groups of people?	1 2 3 4 5	
9	How do you handle complaints or concerns from employees regarding discrimination in the workplace?	1 2 3 4 5	
10	Do you have any experience developing policies, procedures, and best practices related to diversity and inclusion in the workplace?	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	

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.