

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

INTERVIEW QUESTIONS · EDITOR IN CHIEF

1	What is your vision for the publication?	1 2 3 4 5	
2	How have you grown the publication in the past?	1 2 3 4 5	
3	What are some of your biggest successes with the publication?	1 2 3 4 5	
4	Who are some of your favorite writers that you've published?	1 2 3 4 5	
5	How would you handle a situation where there was disagreement among the editorial staff about a story or article?	1 2 3 4 5	
6	What do you think is the most important trait for a good Editor In Chief?	1 2 3 4 5	
7	What do you think is the most important thing that a publication can offer its readers?	1 2 3 4 5	
8	What do you think sets your publication apart from others?	1 2 3 4 5	
9	How do you decide what content to publish?	1 2 3 4 5	
10	How does your publication deal with controversy?	1 2 3 4 5	
11	What are some of the challenges that you face as Editor In Chief?	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	

CRITERIA

SCORE (1-5) NOTES

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.