

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EVENT MANAGER

1	What is your experience planning events?	12345	
2	How would you handle a last-minute change to the event schedule?	12345	
3	What kind of budget do you typically work with when planning an event?	12345	
4	What are some common problems that occur during events?	12345	
5	How do you deal with demanding clients or vendors?	12345	
6	What is your favorite part about planning events?	12345	
7	What are some creative ideas you have for events?	12345	
8	What steps do you take to ensure that events run smoothly from start to finish?	12345	
9	Describe your experience with budgets, timelines, and logistics for events.	12345	
10	How did you determine which vendors to work with?	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.