

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EVENT PLANNER

1	What experience do you have planning events?	1 2 3 4 5	
2	How many occasions have you managed in the past?	1 2 3 4 5	
3	Describe a challenging event and how you handled it.	1 2 3 4 5	
4	Can you please share your experience of working with vendors for an event?	1 2 3 4 5	
5	Are there any particular organizational techniques that you use to plan an event?	1 2 3 4 5	
6	How do you manage your budget to ensure all necessary components are included in the event?	1 2 3 4 5	
7	Are you familiar with different types of event technology, such as software programs and audio equipment?	1 2 3 4 5	
8	What is your experience working with different clientele or guests at an event?	1 2 3 4 5	
9	Regarding event planning, what is the most crucial element to consider?	1 2 3 4 5	
10	How do you manage stress and stay organized during a hectic event?	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	
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.