

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

INTERVIEW QUESTIONS · EVENT STAFF

|    |                                                                                                                            |           |  |
|----|----------------------------------------------------------------------------------------------------------------------------|-----------|--|
| 1  | What experience do you have working events?                                                                                | 1 2 3 4 5 |  |
| 2  | What type of events have you worked on?                                                                                    | 1 2 3 4 5 |  |
| 3  | How do you handle difficult situations?                                                                                    | 1 2 3 4 5 |  |
| 4  | Are you comfortable working long hours, on weekends, or on overnight shifts?                                               | 1 2 3 4 5 |  |
| 5  | What type of events are you most interested in helping with (e.g., corporate functions, private parties, music festivals)? | 1 2 3 4 5 |  |
| 6  | How would you deal with a difficult customer?                                                                              | 1 2 3 4 5 |  |
| 7  | How would you handle an unexpected situation at an event?                                                                  | 1 2 3 4 5 |  |
| 8  | What do you think is the most important thing for an Event Staff?                                                          | 1 2 3 4 5 |  |
| 9  | How do you stay up-to-date with the changing demands for different types of events?                                        | 1 2 3 4 5 |  |
| 10 | What qualities would you bring to the role?                                                                                | 1 2 3 4 5 |  |

OVERALL ASSESSMENT

| CRITERIA                                                                                  | SCORE (1-5) | NOTES |
|-------------------------------------------------------------------------------------------|-------------|-------|
| <b>Educational Background</b><br>Appropriate qualifications or training for the position. | 1 2 3 4 5   |       |
| <b>Prior Work Experience</b><br>Skills or qualifications acquired through past work.      | 1 2 3 4 5   |       |
| <b>Qualifications / Experience</b><br>The technical skills the position actually needs.   | 1 2 3 4 5   |       |
| <b>Problem Solving Abilities</b><br>Demonstrated critical problem-solving.                | 1 2 3 4 5   |       |
| <b>Communication</b><br>Team building and communication skills.                           | 1 2 3 4 5   |       |
| <b>Organizational Fit</b><br>Would this hire steer the organization the right way?        | 1 2 3 4 5   |       |
| <b>Directional Fit</b><br>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.