

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EXECUTIVE DIRECTOR

1	How would they describe their management style?	1 2 3 4 5	
2	What is the most difficult situation they have faced as an Executive Director?	1 2 3 4 5	
3	What are the biggest challenges facing Executive Directors today?	1 2 3 4 5	
4	How does the Executive Director's role differ from other positions in the company?	1 2 3 4 5	
5	What experience does the Executive Director have in this field?	1 2 3 4 5	
6	What is the Executive Director's vision for the company?	1 2 3 4 5	
7	What are your long-term goals for this position?	1 2 3 4 5	
8	What are your team-building strategies?	1 2 3 4 5	
9	Tell me about a project that you spearheaded.	1 2 3 4 5	
10	How do you motivate employees?	1 2 3 4 5	
11	What is your experience with budgeting and financial planning?	1 2 3 4 5	
12	What are your organizational skills?	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.