

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EXECUTIVE PRODUCER

1	What challenges and successes have you faced in this role?	1 2 3 4 5	
2	Describe the types of productions that you specialize in.	1 2 3 4 5	
3	How has technology impacted the production process for you?	1 2 3 4 5	
4	What methods do you use to stay organized when managing multiple projects simultaneously?	1 2 3 4 5	
5	What strategies do you use for staying on budget?	1 2 3 4 5	
6	How have you used your relationships with talent or other production teams to ensure successful projects?	1 2 3 4 5	
7	If given a project that is outside of your comfort zone, how would you approach it?	1 2 3 4 5	
8	How do you measure success in the projects that you produce?	1 2 3 4 5	
9	What have been some of your most successful productions, and what made them work so well?	1 2 3 4 5	
10	Describe how you prioritize tasks to ensure maximum productivity.	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.