

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · FACILITIES MANAGER

1	What are your responsibilities as a Facilities Manager?	1 2 3 4 5	
2	How long have you been working in facilities management?	1 2 3 4 5	
3	Describe a time when you had to manage a difficult situation.	1 2 3 4 5	
4	What is your experience with budgets and financial planning?	1 2 3 4 5	
5	Have you ever managed staff before? If so, describe the process.	1 2 3 4 5	
6	What do you think are the most important qualities of a successful Facilities Manager?	1 2 3 4 5	
7	Are you familiar with safety protocols and guidelines?	1 2 3 4 5	
8	What challenges have you faced in your previous roles?	1 2 3 4 5	
9	How do you handle stressful situations while managing facilities?	1 2 3 4 5	
10	Describe the most successful project or initiative that you've launched.	1 2 3 4 5	
11	What strategies do you use to motivate staff and maintain morale?	1 2 3 4 5	
12	How do you stay up to date on relevant industry regulations and standards?	1 2 3 4 5	
13	What experience do you have in energy management and sustainability initiatives?	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	

CRITERIA	SCORE (1-5)	NOTES
Organizational Fit Would this hire steer the organization the right way?	<div>12345</div>	<div></div> <div></div> <div></div>
Directional Fit A step forward, or backward, in their career?	<div>12345</div>	<div></div> <div></div> <div></div>

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.