avaHR

Head of Operations Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · HEAD OF OPERATIONS

1	Can you provide an example of a time when you successfully streamlined an operational process? What was the outcome?	① ② ③ ④ ⑤
2	How do you prioritize tasks and manage time effectively when overseeing multiple departments?	① ② ③ ④ ⑤
3	Describe your experience with budget management. How did you handle a situation where a project was over budget?	① ② ③ ④ ⑤
4	How do you approach performance metrics and KPIs? Can you give an example of how you used data to drive improvements?	① ② ③ ④ ⑤
5	Can you discuss a time when you had to manage a significant change or transition within a company? How did you ensure it was successful?	① ② ③ ④ ⑤
6	What strategies do you use to ensure effective communication and collaboration across various departments?	① ② ③ ④ ⑤
7	How do you resolve conflicts or disagreements within your team or across different departments?	① ② ③ ④ ⑤
8	What is your experience with supply chain management, and how do you ensure it runs efficiently?	① ② ③ ④ ⑤
9	Have you ever implemented new technology or systems to improve operations? What was the process and the result?	① ② ③ ④ ⑤
10	Why do you believe you are a good fit for our company's culture and goals?	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?	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.