

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HIGH SCHOOL ATHLETIC DIRECTOR

1	What are the primary responsibilities of a High School Athletic Director?	1 2 3 4 5	
2	What experience do you have working with high school-age students?	1 2 3 4 5	
3	What makes you interested in this position?	1 2 3 4 5	
4	How would you describe your management style?	1 2 3 4 5	
5	What programs or initiatives have you started as an Athletic Director?	1 2 3 4 5	
6	How do you work with school administrators and teachers to ensure that all students' needs are met?	1 2 3 4 5	
7	What qualities make an excellent Athletic Director, and how have you demonstrated those qualities in your previous roles?	1 2 3 4 5	
8	What challenges have you faced as an Athletic Director, and how did you overcome them?	1 2 3 4 5	
9	As an Athletic Director, what are your goals for improving the athletic programs at this school?	1 2 3 4 5	
10	Tell me about when you had to deal with conflict or difficult personalities in the workplace.	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.