

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HOSPITAL ADMINISTRATOR

1	How many years of experience do you have in a hospital setting?	1 2 3 4 5	
2	What are some examples of projects you have spearheaded in a hospital setting?	1 2 3 4 5	
3	Describe a time when you had to handle a difficult situation.	1 2 3 4 5	
4	Tell me about your management style.	1 2 3 4 5	
5	What are your thoughts on the current state of healthcare?	1 2 3 4 5	
6	What are your thoughts on teamwork in the healthcare setting?	1 2 3 4 5	
7	What are the duties of a Hospital Administrator?	1 2 3 4 5	
8	Have you ever had to fire someone? Why and how did you go about it?	1 2 3 4 5	
9	What are some of the biggest challenges you have faced in your role as a Hospital Administrator?	1 2 3 4 5	
10	Have you ever had to deal with a crisis? If so, how did you handle it?	1 2 3 4 5	
11	How do you stay up-to-date with new developments in the healthcare industry?	1 2 3 4 5	
12	What is your vision for the future of healthcare?	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.