

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · HR PROJECT MANAGER

1

Can you describe a project you managed that involved significant HR changes? What were the challenges, and how did you overcome them?

1

2

3

4

5

2

How do you prioritize tasks in a complex HR project with tight deadlines and limited resources?

1

2

3

4

5

3

In your experience, what are the most effective strategies for enhancing workforce efficiency and happiness?

1

2

3

4

5

4

How do you ensure clear and effective communication among all stakeholders involved in an HR project?

1

2

3

4

5

5

Could you give an example of a time when you had to adjust your project plan significantly? What prompted the change, and how did you manage it?

1

2

3

4

5

6

What metrics do you typically use to measure the success of an HR project?

1

2

3

4

5

7

How do you stay updated with the latest trends and developments in human resources management?

1

2

3

4

5

8

How do you handle resistance or pushback from team members or other departments during the implementation of a new HR initiative?

1

2

3

4

5

9

Have you ever had to manage a project with a multicultural team? What strategies did you use to ensure success across cultural differences?

1

2

3

4

5

10

Can you describe a time when an HR project you managed did not achieve its intended goals? What did you learn from that experience, and how did it influence your approach to future projects?

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	

CRITERIA	SCORE (1-5)	NOTES
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	
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.