

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · LEARNING AND DEVELOPMENT MANAGER

1

Can you describe a successful training program you've designed and implemented? What made it successful?

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2

How do you stay current with the latest trends and technologies in education and training?

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How do you assess the training needs of an organization, and how do you ensure these align with the business goals?

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Can you provide an example of a time when you had to adapt a training program to better suit the needs of the participants or the company? What changes did you make?

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How do you evaluate the effectiveness of a training program, and what steps do you take if the outcomes are not meeting expectations?

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How do you balance the need for innovative training solutions with budget constraints?

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Can you share your experience with e-learning and virtual training platforms? How do you ensure engagement in a virtual learning environment?

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How can you cultivate an environment that encourages ongoing learning and growth within a company?

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Describe a challenging situation you faced while managing a training program and how you overcame it.

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What approaches do you use to motivate employees who are resistant to participating in training programs?

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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.