

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MANAGER

1

Can you describe your management style and how you adapt it to different team members and situations?

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What strategies do you employ to motivate your team, especially under tight deadlines or during challenging projects?

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How do you prioritize tasks and projects for your team, and can you give us an example of how you've done this effectively in the past?

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Can you tell us about a time when you had to manage a conflict within your team and how you resolved it?

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In your experience, how do you ensure you're setting realistic yet challenging goals for your team?

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How do you stay informed about each member's workload and performance without micromanaging?

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What metrics do you typically use to measure your team's performance and how do you communicate these evaluations to your team members?

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How do you approach professional development with your team members, and can you provide an example of a success story in this area?

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Tell us about a situation where you had to manage a project with limited resources. How did you address the challenges?

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In your view, what is the most important quality a manager should have and why? Can you give an example of how you exemplify this quality?

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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.