

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · MASTER SCHEDULER

1	Can you provide an example of a complex project schedule you've successfully managed, highlighting the challenges faced and your approach to overcoming them?	1 2 3 4 5	
2	How do you prioritize tasks and allocate resources to meet project timelines?	1 2 3 4 5	
3	Explain your experience with different scheduling tools and software. Which ones are you most proficient in, and how do you leverage them to enhance scheduling processes?	1 2 3 4 5	
4	How do you collaborate with cross-functional teams to gather information and ensure accurate project timelines? Can you provide a specific example?	1 2 3 4 5	
5	Can you share a situation where you had to adjust a schedule and the outcomes of those adjustments?	1 2 3 4 5	
6	Describe your approach to risk management in scheduling. How do you identify and mitigate potential risks to ensure project success?	1 2 3 4 5	
7	How do you communicate project timelines and updates to various stakeholders, and how do you handle conflicting priorities or demands from different teams?	1 2 3 4 5	
8	Can you discuss your experience with resource-leveling and how you ensure optimal resource utilization across multiple projects?	1 2 3 4 5	
9	What metrics do you consider essential for monitoring and evaluating project schedules? How do you use these metrics to make data-driven decisions?	1 2 3 4 5	
10	Share an example of a time when you had to lead a team through a tight deadline. How did you motivate and coordinate the team to meet the deadline, and what were the results?	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.