

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PMO MANAGER

1	What are your qualifications?	1 2 3 4 5	
2	What is your experience leading projects?	1 2 3 4 5	
3	What type of project management methodology do you prefer?	1 2 3 4 5	
4	How do you handle conflicts between stakeholders?	1 2 3 4 5	
5	What tools do you use to track project progress?	1 2 3 4 5	
6	How do you estimate the time and resources needed for a project?	1 2 3 4 5	
7	Can you give me an example of a time when you had to manage a difficult project?	1 2 3 4 5	
8	How do you stay organized and on top of deadlines?	1 2 3 4 5	
9	What strategies do you use to ensure successful project outcomes?	1 2 3 4 5	
10	How do you handle changes in scope or requirements?	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	
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.