

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PODCAST PRODUCER

1	What experience do you have with audio or podcast production?	1 2 3 4 5	
2	How comfortable are you working with computer editing software?	1 2 3 4 5	
3	Are there any specific techniques that you prefer to use when producing a podcast episode?	1 2 3 4 5	
4	Can you provide examples of your work before and after the post-production process?	1 2 3 4 5	
5	Do you have any experience in marketing or promoting podcasts and related content?	1 2 3 4 5	
6	Could you speak about an example of a successful project from start to finish that included multiple stakeholders and how it was completed successfully?	1 2 3 4 5	
7	How would you handle difficult clients or situations that arise during the production process?	1 2 3 4 5	
8	Are there any other skills or experiences that you think are important for a podcast producer to have?	1 2 3 4 5	
9	What strategies do you have in place to ensure efficient workflows and successful podcast production?	1 2 3 4 5	
10	How have past clients responded to your podcast production 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	
Communication Team building and communication skills.	1 2 3 4 5	

CRITERIA

SCORE (1-5) NOTES

Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.