

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PROGRAM DIRECTOR

1	Can you explain your experience with strategic planning and implementation of programs?	1 2 3 4 5	
2	Share an example of a time when you were able to exceed the goals set for a program you were directing. How did you achieve this?	1 2 3 4 5	
3	How do you manage and motivate your team to ensure the efficient execution of all program activities?	1 2 3 4 5	
4	Have you ever had to manage a program with a limited budget? How did you ensure all activities were executed effectively within this constraint?	1 2 3 4 5	
5	Can you describe a situation where a program you were directing faced a major obstacle? How did you handle it?	1 2 3 4 5	
6	How do you track and evaluate the success of a program? What key metrics do you focus on?	1 2 3 4 5	
7	How would you handle a situation where a key stakeholder was not satisfied with a program's performance?	1 2 3 4 5	
8	Describe your experience with regulatory compliance about program management.	1 2 3 4 5	
9	How do you maintain open and effective communication with your team and other stakeholders?	1 2 3 4 5	
10	Can you describe a time when you had to make a significant adjustment to a program?	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.