

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PROGRAM SPECIALIST

1	Can you provide an example of a successful program you've developed and implemented in a previous role, including the steps you took from conception to implementation?	1 2 3 4 5	
2	How do you prioritize tasks and manage competing deadlines when overseeing multiple programs simultaneously?	1 2 3 4 5	
3	Describe a situation where you encountered challenges during a program implementation. How did you address these challenges and ensure the program's success?	1 2 3 4 5	
4	How do you measure the effectiveness and impact of programs you've managed? Can you discuss any specific metrics or key performance indicators you use?	1 2 3 4 5	
5	How do you approach stakeholder management and communication when working on program initiatives that involve various departments or external partners?	1 2 3 4 5	
6	Can you discuss a time when you had to adapt a program strategy or approach due to changing organizational priorities or external factors? How did you handle this situation?	1 2 3 4 5	
7	What strategies do you employ to ensure programs remain aligned with organizational goals and objectives throughout their lifecycle?	1 2 3 4 5	
8	How do you stay updated on industry trends and best practices in program management to inform your work?	1 2 3 4 5	
9	Describe your experience with budget management and resource allocation for program initiatives. How do you ensure programs are delivered within budgetary constraints?	1 2 3 4 5	
10	Can you provide an example of a time when you had to lead a team through a challenging program implementation? How did you motivate and support your team to achieve success?	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	

CRITERIA	SCORE (1-5)	NOTES
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.