

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · PROJECT MANAGER

1	What is your experience managing projects?	12345	
2	How do you prioritize and manage multiple projects simultaneously?	12345	
3	Tell me about a time when you had to deal with a difficult customer or client.	12345	
4	Describe a project that you were particularly proud of.	12345	
5	What software platforms or tools do you use to manage projects?	12345	
6	What are your thoughts on agile methodology?	12345	
7	How do you handle scope creep?	12345	
8	What do you do when a project is behind schedule?	12345	
9	Have you ever had to deal with a project going over budget?	12345	
10	How do you handle stakeholders who are not happy with the progress of a project?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
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.