

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · PROJECT SPECIALIST

1

Can you describe a project you've managed from start to finish?

1

2

3

4

5

2

How do you prioritize your tasks when managing multiple projects simultaneously?

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3

Can you share an example of a project that went over budget or deadline? How did you manage the situation?

1

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4

How do you coordinate and communicate with team members from different departments during a project?

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What strategies do you employ to keep your team on track and motivated throughout a project?

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6

Can you recall a time when you had to manage a project-related conflict among team members? How did you resolve it?

1

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7

What tools and technologies do you often use for project management? How have they improved your efficiency?

1

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8

Can you share an instance when you had to change the project's direction midway? How did you handle it?

1

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9

How do you ensure that the goals of the project align with the company's objectives?

1

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10

Can you discuss a time when you had to present a project's progress to a senior executive or stakeholder? How did you approach it?

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.