avaHR

QA Manager Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · QA MANAGER

1	Describe your experience with ISO certification or other standards.	① ② ③ ④ ⑤	
2	How would you deal with a situation where parts were not meeting quality standards?	① ② ③ ④ ⑤	
3	What do you feel is the most important aspect of quality assurance?	① ② ③ ④ ⑤	
4	How do you ensure that all employees are aware of and following quality procedures?	① ② ③ ④ ⑤	
5	Have you ever had to investigate a quality issue? If so, how did you go about it?	① ② ③ ④ ⑤	
6	What do you think is the best way to prevent quality issues from occurring in the first place?	① ② ③ ④ ⑤	
7	Do you have any experience with Six Sigma or other process improvement methods?	① ② ③ ④ ⑤	
8	What do you think are the most important methods or things to remember when ensuring product quality?	① ② ③ ④ ⑤	
9	Have you ever had to implement a change in quality control procedures?	① ② ③ ④ ⑤	
10	Can you tell us about a time when you identified a problem with a product?	① ② ③ ④ ⑤	
11	How do you motivate team members to maintain high standards of quality?	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?	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.