

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · RESOURCE MANAGER

1	Could you tell me about an instance where you effectively handled a resource shortage during a crucial project? How did you overcome the challenge?	12345	
2	How do you prioritize resource allocation among multiple competing projects?	12345	
3	What strategies do you use for forecasting resource needs for new projects?	12345	
4	How do you handle conflicts between team leaders or departments regarding resource allocation?	12345	
5	Describe your experience with resource management tools and software. Which ones do you consider the most effective, and could you elaborate on why?	12345	
6	Can you share an instance where you had to adjust your resource management plan mid-project? What prompted the change, and how did you implement it?	12345	
7	How do you ensure that you're utilizing resources in the most efficient way possible?	12345	
8	In your opinion, what is the most challenging aspect of resource management, and how do you address it?	12345	
9	How do you measure the effectiveness of your resource allocation strategies?	12345	
10	Describe how you collaborate with project managers and other stakeholders to understand and meet project requirements.	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	

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.