

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · SENIOR PROJECT MANAGER

1	Describe a complex project you managed. What strategies did you employ to ensure its success, and how did you adapt when faced with obstacles?	1 2 3 4 5	
2	Can you provide an example of a time when you had to make a critical decision without all the information you needed? How did you proceed?	1 2 3 4 5	
3	How do you keep your project team motivated, especially during particularly challenging phases of a project?	1 2 3 4 5	
4	Reflect on a project you led that did not meet its objectives. What happened, and what did you learn from that experience?	1 2 3 4 5	
5	Could you share what you believe are the key factors to leading a team to new heights of success?	1 2 3 4 5	
6	Walk us through how you initiate, plan, and manage your project budgets, and explain how you communicate these financial aspects to stakeholders.	1 2 3 4 5	
7	How do you ensure clear and effective communication within your project team and with stakeholders?	1 2 3 4 5	
8	In what ways do you stay updated with the latest project management trends, tools, and technologies?	1 2 3 4 5	
9	Describe your approach to risk management and provide an instance where your risk mitigation plan significantly benefited a project.	1 2 3 4 5	
10	How do you measure project success, and can you discuss a time when you surpassed project expectations?	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	

CRITERIA	SCORE (1-5)	NOTES
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.