

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · SUPERVISOR

1	Can you provide an example of a challenging situation you encountered as a supervisor and how you handled it?	12345	
2	How do you approach building and maintaining strong relationships with your team members?	12345	
3	Can you discuss a time when you had to implement a new process or procedure within your team? How did you ensure successful adoption?	12345	
4	How do you motivate your team members to achieve their goals and maintain high levels of productivity?	12345	
5	Can you describe your approach to resolving conflicts or disagreements within your team?	12345	
6	How do you manage task prioritization and resource allocation to ensure that project deadlines are consistently met?	12345	
7	Can you share an example of a time when you had to give constructive feedback to a team member? How did you approach the situation?	12345	
8	How do you stay updated on industry trends and best practices relevant to your role as a supervisor?	12345	
9	Can you discuss a time when you had to make a difficult decision as a supervisor? How did you approach it?	12345	
10	How do you measure the success of your team and track their performance against key metrics or goals?	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	

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.