

CANDIDATE	INTERVIEWER	DATE	STAGE
INTERVIEW QUESTIONS · TRAVEL MANAGER			
1	What experience do you have in travel management?	12345	
2	How do you ensure smooth and successful trips for clients?	12345	
3	Describe a time when you managed multiple complex business trips.	12345	
4	Do you use any innovative cost optimization methods as a Travel Manager?	12345	
5	How comfortable are you with using technology to manage bookings and reservations efficiently?	12345	
6	What strategies do you use for dealing with unforeseen changes in travel plans?	12345	
7	Describe when you encountered an unsatisfied customer and how you resolved the situation.	12345	
8	What experience do you have managing multiple travel itineraries?	12345	
9	Describe your ability to troubleshoot travel issues promptly.	12345	
10	Tell me about a successful project or initiative you completed as a Travel Manager.	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		
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.