

| CANDIDATE | INTERVIEWER | DATE | STAGE |
|-----------|-------------|------|-------|
|-----------|-------------|------|-------|

INTERVIEW QUESTIONS · VP OF OPERATIONS

|    |                                                                        |       |  |
|----|------------------------------------------------------------------------|-------|--|
| 1  | What is your experience leading operational teams?                     | 12345 |  |
| 2  | How do you handle employee disputes and complaints?                    | 12345 |  |
| 3  | How do you stay organized in stressful work environments?              | 12345 |  |
| 4  | What methods have you used for implementing process improvements?      | 12345 |  |
| 5  | Do you have experience developing organizational strategies and plans? | 12345 |  |
| 6  | How do you ensure that the team is meeting goals and deadlines?        | 12345 |  |
| 7  | Do you have experience working with vendors or contractors?            | 12345 |  |
| 8  | What measures do you use to review operational data and maintain it?   | 12345 |  |
| 9  | What techniques have you used to motivate and empower team members?    | 12345 |  |
| 10 | How do you handle conflicts or disagreements between team members?     | 12345 |  |

OVERALL ASSESSMENT

| CRITERIA                                                                                  | SCORE (1-5) | NOTES |
|-------------------------------------------------------------------------------------------|-------------|-------|
| <b>Educational Background</b><br>Appropriate qualifications or training for the position. | 12345       |       |
| <b>Prior Work Experience</b><br>Skills or qualifications acquired through past work.      | 12345       |       |
| <b>Qualifications / Experience</b><br>The technical skills the position actually needs.   | 12345       |       |
| <b>Problem Solving Abilities</b><br>Demonstrated critical problem-solving.                | 12345       |       |
| <b>Communication</b><br>Team building and communication skills.                           | 12345       |       |
| <b>Organizational Fit</b><br>Would this hire steer the organization the right way?        | 12345       |       |
| <b>Directional Fit</b><br>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.