

CANDIDATE	INTERVIEWER	DATE	STAGE
INTERVIEW QUESTIONS · WEDDING PLANNER			
1	What experience do you have planning weddings?	1 2 3 4 5	
2	What is your process for working with couples?	1 2 3 4 5	
3	How do you respond to last-minute changes or unexpected problems?	1 2 3 4 5	
4	Do you have any references from past clients?	1 2 3 4 5	
5	What are your ideas for how to make the wedding unique and memorable?	1 2 3 4 5	
6	What are your policies regarding deposits and cancellations?	1 2 3 4 5	
7	How do you handle last-minute changes or unexpected problems?	1 2 3 4 5	
8	What do you think sets wedding planning apart from other event planning disciplines?	1 2 3 4 5	
9	Do you have any preferred vendors or service providers?	1 2 3 4 5	
10	What are the most important things couples should consider when planning their weddings?	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		
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.