

Director of Operations:**Date:**

Questions	Notes	Score 1-5
Overall presence / appearance		
Related experience / education?		
Outline your responsibilities at your current (last) position		
What area of responsibility interests you most? Least? Why?		
Discuss your experience with ERP system identification, implementation and process definition with a similar size business		
Discuss your experience with ISO and related standards implementation / mgmt		
Discuss your experience with international vendor selection / management		
Discuss your experience managing a forecast in an MRP system / what system?		
Define a process you implemented beginning to end:		
Product development		
Cost reduction		
On time delivery or similar companywide tracking program		
Related experience scaling small / entrepreneurial organizations		
Give an example of a way you increased turns while decreasing total inventory?		
Experience managing obsolete inventory		
Experience managing delivery, COGS & inventory turns most effectively		
Describe a time you had to implement a disaster recovery or back-up plan		
What have your inventory accuracy percentages been?		
What type of leadership do you like best? Worst? Why?		
How would you describe your management style?		
Describe the most productive team you have ever built and lead		
How do you build / motivate teams?		
How would those who have worked around and for you describe your personal brand?		
What are your career goals?		
Why do you want this job?		
Screening Tools (Caliper Corp., etc.)		
References		
	Total	