

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ACADEMIC ADVISOR

1	How would you ensure that students achieve their goals? How would you track their progress?	1 2 3 4 5	
2	Why do you want to work as an academic advisor?	1 2 3 4 5	
3	If you saw that a student's grades were slipping, how would you approach the problem?	1 2 3 4 5	
4	What daily activities do you think Academic Advisors perform?	1 2 3 4 5	
5	How have Academic Advisors helped you? Why was this meaningful?	1 2 3 4 5	
6	Which resources would you use to handle student issues?	1 2 3 4 5	
7	What do you expect from teachers, counselors, and other colleagues at school?	1 2 3 4 5	
8	How do you plan to gain the trust of uncooperative students?	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.