

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ADMINISTRATIVE ANALYST

1

Describe a project you have completed successfully as an administrative analyst.

12345

2

How would you prioritize tasks when faced with competing deadlines?

12345

3

Tell me about your experience working with different software programs and tools related to analytics.

12345

4

Can you give me an example of how you improved procedures, processes, or policies at a prior job?

12345

5

In what ways do your communication skills help in the role of the administrative analyst?

12345

6

How do you handle challenging situations when they arise in the role of an administrative analyst?

12345

7

Explain how your attention to detail and organizational skills have benefited your work as an administrative analyst.

12345

8

How do you confirm that you are meeting deadlines as an administrative analyst?

12345

9

What methods do you use to stay motivated and productive as an administrative analyst?

12345

10

How have you collaborated with other departments or teams to accomplish tasks as an administrative analyst?

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	

CRITERIA

SCORE (1-5) NOTES

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.