

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ADMINISTRATIVE ASSOCIATE

1	What experience do you have in administrative work?	12345	
2	How well can you manage schedules and deadlines?	12345	
3	Are you comfortable using office software and technology?	12345	
4	How would you handle difficult customer calls or emails?	12345	
5	Can you provide examples of successful projects that demonstrate your organizational skills?	12345	
6	What strategies have you used to remain organized during busy times at the office?	12345	
7	What difficulties have you experienced while carrying out administrative duties?	12345	
8	How comfortable are you working with a team in an office environment?	12345	
9	Are you able to work independently or do you prefer direct supervision?	12345	
10	Do you have experience in planning and scheduling appointments?	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	
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.