

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ADMINISTRATIVE OFFICER

1	What skills do you think are essential for an administrative officer?	12345	
2	What challenges have you faced when working in the administrative field?	12345	
3	How do you handle confidential or sensitive information?	12345	
4	Describe your experience with communications and scheduling.	12345	
5	How do you keep up to date with new administrative procedures and policies?	12345	
6	What techniques do you use to maintain positive relationships with colleagues and clients?	12345	
7	What tools or applications have you used to make administrative tasks easier?	12345	
8	How do you stay motivated when completing tedious administrative processes?	12345	
9	What other knowledge, skills, or experience would you bring to an administrative role?	12345	
10	What strategies do you use to ensure that deadlines are met?	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.