

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ANALYST

1	What interests you about working as an analyst?	12345	
2	Describe a complex problem that you have solved in your previous job.	12345	
3	How do you go about researching and synthesizing data?	12345	
4	Explain how you would create meaningful insights from large datasets.	12345	
5	Tell me how your past experience is relevant to the current role.	12345	
6	What techniques or technologies have you used to analyze data?	12345	
7	Describe how you would use data to inform decisions.	12345	
8	What methods do you use to present your analysis findings?	12345	
9	How do you ensure that your conclusions are accurate and reliable?	12345	
10	What strategies would you employ when faced with ambiguous data sets?	12345	
11	How do you troubleshoot any issues or discrepancies that arise in your analysis?	12345	
12	What processes did you use to prepare for the presentation?	12345	
13	How do you collaborate with other departments in order to ensure the accuracy and validity of reports?	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.