

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ARCHITECTURAL DRAFTER

1	What experience do you have in creating technical drawings for architecture?	1 2 3 4 5	
2	Are you familiar with the latest tools and software used to create architectural drawings?	1 2 3 4 5	
3	Do you possess excellent design, problem-solving, and communication skills?	1 2 3 4 5	
4	How would you go about liaising with stakeholders on a project?	1 2 3 4 5	
5	How comfortable are you using CAD software, 3D design programs, and other drafting tools?	1 2 3 4 5	
6	What qualifications or certifications do you have for working in this field?	1 2 3 4 5	
7	Can you explain some of the difficulties associated with producing high-quality drawings promptly?	1 2 3 4 5	
8	Describe a project where your work was used directly by architects or builders.	1 2 3 4 5	
9	How familiar are you with local building codes and regulations?	1 2 3 4 5	
10	Do you have any experience working with vendors to source materials and services related to building projects?	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	

CRITERIA

SCORE (1-5) NOTES

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.