

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · ASSISTANT BUYER

1	What experience do you have working with vendors?	12345	
2	What are your knowledge and skills in the field?	12345	
3	What experience do you have in purchasing and inventory management?	12345	
4	Explain a time when you had to manage a difficult situation.	12345	
5	How would you handle carrying out a price analysis?	12345	
6	How do you handle working with a tight budget and limited resources?	12345	
7	Are you comfortable working in a fast-paced environment?	12345	
8	How do you stay organized when managing multiple tasks at the same time?	12345	
9	What methods do you use to ensure accurate purchase orders?	12345	
10	How would you handle an unexpected change in demand for a specific item?	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.