

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ASSISTANT

1	What experience do you have in an assistant role?	1 2 3 4 5	
2	What type of computer software are you familiar with?	1 2 3 4 5	
3	How would you handle multiple phone lines and requests simultaneously?	1 2 3 4 5	
4	Tell me about a time when you had to manage a difficult or challenging situation.	1 2 3 4 5	
5	What do you think are the key qualities necessary for success in an assistant role?	1 2 3 4 5	
6	Tell me about a time when you had to deal with a difficult customer or client.	1 2 3 4 5	
7	How do you handle stress and pressure in the workplace?	1 2 3 4 5	
8	Can you provide me with an example of a time when you utilized strong organizational skills?	1 2 3 4 5	
9	What do you consider to be your greatest strength as an assistant?	1 2 3 4 5	
10	Are you comfortable working independently with little or no supervision?	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	
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.