

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ASSOCIATE ATTORNEY

1	What experience do you have in civil or criminal law?	1 2 3 4 5	
2	How familiar are you with the court procedures and regulations?	1 2 3 4 5	
3	Do you know how to draft legal documents such as contract agreements, motion briefs, and pleadings?	1 2 3 4 5	
4	Have you ever used a case management system before?	1 2 3 4 5	
5	Describe a recent case that presented unique challenges.	1 2 3 4 5	
6	Are there any areas of law that interest you particularly?	1 2 3 4 5	
7	Are you comfortable dealing with challenging clients or emotionally charged cases?	1 2 3 4 5	
8	What strategies do you use to stay current on legal trends and developments?	1 2 3 4 5	
9	How do you handle difficult tasks, such as researching complex legal matters or preparing a trial strategy?	1 2 3 4 5	
10	How would you go about understanding the nuances of a client's case and working to achieve their goals?	1 2 3 4 5	
11	Describe a situation where you had to think quickly on your feet and come up with an innovative solution.	1 2 3 4 5	
12	What experience do you have developing legal arguments and preparing written briefs?	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	

CRITERIA	SCORE (1-5)	NOTES
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.