

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BENEFITS CONSULTANT

1	Can you describe your experience with analyzing and designing employee benefits packages?	1 2 3 4 5	
2	How do you stay updated on legal and regulatory changes affecting employee benefits?	1 2 3 4 5	
3	Describe a situation where you had to recommend a change to an employer's benefits package. What was the outcome?	1 2 3 4 5	
4	How do you balance the needs of the company with the desires of employees when designing benefits packages?	1 2 3 4 5	
5	Can you give an example of a creative benefits solution you've implemented in the past?	1 2 3 4 5	
6	How do you evaluate the success of the benefits packages you implement?	1 2 3 4 5	
7	Describe your experience with managing vendor relationships for employee benefits.	1 2 3 4 5	
8	How have you handled employee feedback or dissatisfaction with benefits offerings in the past?	1 2 3 4 5	
9	What strategies do you use to ensure a diverse workforce's needs are met through the benefits packages?	1 2 3 4 5	
10	Can you explain how you've helped companies stay within their budgets while still offering competitive benefits packages?	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	

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.