

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BENEFITS COORDINATOR

1	What experience do you have in benefits coordination?	1 2 3 4 5	
2	How familiar are you with compliance regulations for employee benefit plans?	1 2 3 4 5	
3	Tell us about a successful project you created and implemented.	1 2 3 4 5	
4	Have you ever worked with payroll systems or software programs related to employee benefits?	1 2 3 4 5	
5	How do you handle customer complaints or disputes regarding benefit issues?	1 2 3 4 5	
6	Describe how you would build and maintain relationships with clients.	1 2 3 4 5	
7	What strategies have you used to stay current on employee benefits trends?	1 2 3 4 5	
8	What processes do you use for tracking, monitoring, and reporting employee benefits data?	1 2 3 4 5	
9	What experience do you have in developing and implementing employee benefits initiatives?	1 2 3 4 5	
10	Describe how you would develop instructional materials or presentations on employee benefit policies.	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.