

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BENEFITS MANAGER

1

Can you describe your experience in designing and managing employee benefits programs?

12345

2

How do you stay current with the laws and regulations affecting employee benefits?

12345

3

Describe a time when you had to negotiate with vendors for the best deals on benefits packages. What was the outcome?

12345

4

Can you give an example of how you've previously tailored a benefits package to meet both employee needs and organizational goals?

12345

5

How do you approach explaining complex benefits information to employees in a way that is easily understandable?

12345

6

Can you discuss a challenging situation you encountered while managing employee benefits and how you resolved it?

12345

7

In your opinion, what is the most important aspect of a benefits manager's role? Why?

12345

8

How do you evaluate the effectiveness of an employee benefits program? Can you share a specific instance where you implemented a change based on your evaluation?

12345

9

Describe your experience with benefits administration software. Do you have any preferences or recommendations?

12345

10

How do you ensure compliance with federal, state, and local regulations regarding employee benefits?

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	

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.