avaHR

Business Systems Analyst Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · BUSINESS SYSTEMS ANALYST

1	Describe the most challenging projects you've worked on as a Business Systems Analyst.	1 2 3 4 5	
2	What successes have you had with developing and implementing system designs?	1 2 3 4 5	
3	How do your interpersonal skills help when working with business owners, stakeholders, and end users to identify their needs for system solutions?	1 2 3 4 5	
4	How would your colleagues describe your problem-solving abilities?	1 2 3 4 5	
5	Have you ever encountered any challenges in troubleshooting or testing systems applications & components? If so, how did you resolve them?	1 2 3 4 5	
6	Describe your experience gathering, analyzing, and interpreting data to develop reports.	1 2 3 4 5	
7	What process do you follow when documenting system requirements?	1 2 3 4 5	
8	What techniques have you used for creating user manuals or training materials?	1 2 3 4 5	
9	Do you have any experience with system upgrades and migrations?	1 2 3 4 5	
10	Are you familiar with Agile methodology? If so, how have you applied it to your work as a Business Systems Analyst?	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.