

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CAREER COUNSELOR

1	What are your qualifications for a career counselor?	1 2 3 4 5	
2	How have you helped other clients meet their career goals?	1 2 3 4 5	
3	What techniques do you use to assist clients to identify and develop job skills?	1 2 3 4 5	
4	Do you have experience with resume writing, job coaching, or interview skills training?	1 2 3 4 5	
5	How would you handle a client who is resistant to the process of career counseling?	1 2 3 4 5	
6	Are there any special populations that you specialize in working with?	1 2 3 4 5	
7	What methods do you use to stay current in the career counseling field?	1 2 3 4 5	
8	How do you ensure that your clients remain engaged and motivated throughout the process?	1 2 3 4 5	
9	How have you kept up with changes in the job market, labor laws, and other relevant trends?	1 2 3 4 5	
10	What strategies do you use to ensure that your clients are building the necessary skills to succeed in their chosen careers?	1 2 3 4 5	
11	Are there any areas of difficulty when working with a client that may require additional support or resources?	1 2 3 4 5	
12	What techniques do you find helpful in helping your clients identify their strengths and weaknesses related to job searching, networking, and interviewing?	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.	12345	
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.