

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CHIEF ADMINISTRATIVE OFFICER

1	What experience do you have in an administrative role?	12345	
2	How have your past roles prepared you for this position?	12345	
3	Describe your ideal work environment.	12345	
4	What strategies do you use to prioritize tasks and manage workloads?	12345	
5	Describe the most challenging administrative project that you completed.	12345	
6	Have you faced a difficult decision while working as an administrator? How did you handle the situation?	12345	
7	What do you believe are the most important qualities of an effective Chief Administrative Officer?	12345	
8	How would you ensure that your team achieved its goals and objectives on time?	12345	
9	What processes or systems do you think could be improved in a Chief Administrative Officer role?	12345	
10	What processes do you have in place to ensure that you are staying organized and proactive while managing administrative duties?	12345	
11	How would you handle a situation where deadlines need to be shifted due to unforeseen circumstances?	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	
Communication Team building and communication skills.	12345	

CRITERIA

SCORE (1-5) NOTES

Organizational Fit Would this hire steer the organization the right way?	<div>12345</div>	
Directional Fit A step forward, or backward, in their career?	<div>12345</div>	

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.