

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COMPENSATION ANALYST

1	What is your experience working with pay scales and salary surveys?	12345	
2	Have you ever created a job evaluation matrix?	12345	
3	Can you give me an example of a problematic compensation situation you had to navigate?	12345	
4	How do you feel about working with data?	12345	
5	What systems do you feel confident using for analysis?	12345	
6	How do you go about researching and implementing changes to compensation plans?	12345	
7	Describe a situation in which you had to present a complex compensation strategy or plan to upper management.	12345	
8	What methods have you used for benchmarking salaries and wages?	12345	
9	Have you ever been involved with designing an incentive program?	12345	
10	What experience do you have in administering benefits programs?	12345	
11	How do you stay current on the latest trends and best practices related to compensation analysis?	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	
Organizational Fit Would this hire steer the organization the right way?	12345	

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.