

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · COMPENSATION AND BENEFITS MANAGER

1	What experience do you have in managing a compensation and benefits program?	1 2 3 4 5	
2	How do you keep up with the latest changes in employee benefit legislation?	1 2 3 4 5	
3	Describe your approach to designing a comprehensive benefits package.	1 2 3 4 5	
4	Do you have any experience negotiating healthcare contracts or rates on behalf of an organization?	1 2 3 4 5	
5	What process do you use to ensure compliance with Equal Employment Opportunity Commission (EEOC) guidelines related to wages, hours, leaves of absence, etc.?	1 2 3 4 5	
6	How would you handle complicated employee inquiries regarding their compensation or benefit structures?	1 2 3 4 5	
7	How do you track employee eligibility, enrollment periods, and plan modifications?	1 2 3 4 5	
8	How would you handle a check dispute or an incorrect payroll issue?	1 2 3 4 5	
9	Describe an example of how you've used analytics to manage a benefits program.	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.