

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CONTRACT ADMINISTRATOR

1	Could you describe your experience working as a contract administrator?	1 2 3 4 5	
2	How do you identify areas of risk when it comes to contracts?	1 2 3 4 5	
3	What processes do you use for negotiating and executing contracts?	1 2 3 4 5	
4	How have you handled complex negotiations with vendors or suppliers?	1 2 3 4 5	
5	Have you ever successfully reduced costs or improved efficiencies in contract-related tasks and activities?	1 2 3 4 5	
6	How familiar are you with industry-specific regulations related to contracts and agreements?	1 2 3 4 5	
7	Are there any areas of the contracting process that require improvement from your experience?	1 2 3 4 5	
8	What strategies do you use to stay organized while managing multiple ongoing projects simultaneously?	1 2 3 4 5	
9	In what ways have computer systems and software tools assisted with contract management duties for you or companies that employed you in the past?	1 2 3 4 5	
10	What methods do you use for keeping track of expiring contracts and renewals? How do you ensure that all necessary documents are in order?	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.