avaHR

Copy Editor Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · COPY EDITOR

1	What experience do you have in copy editing?	1 2 3 4 5	
2	What type of writing have you copy-edited in the past?	1 2 3 4 5	
3	Can you give me an example of a time when you had to correct a mistake in a document?	1 2 3 4 5	
4	How do you handle working with multiple authors/editors?	1 2 3 4 5	
5	What is your process for reviewing and editing documents?	1 2 3 4 5	
6	What type of writing style do you prefer?	1 2 3 4 5	
7	Have you ever worked with a specific publication or style guide?	1 2 3 4 5	
8	Can you give me an example of a project you edited from start to finish?	1 2 3 4 5	
9	What tools do you use for your work?	1 2 3 4 5	
10	How do you handle feedback from clients or editors?	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	
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.