

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DAY PORTER

1	What experience do you have in cleaning and maintenance services?	1 2 3 4 5	
2	How well do you work independently or as part of a team?	1 2 3 4 5	
3	Describe the most challenging situation you have faced while working in this role.	1 2 3 4 5	
4	What methods/strategies do you use to ensure all tasks are completed on time?	1 2 3 4 5	
5	What processes do you use to meet safety regulations while working with chemicals and heavy equipment?	1 2 3 4 5	
6	How do you handle stress, and how do you prioritize tasks?	1 2 3 4 5	
7	What is your experience with using cleaning and maintenance equipment?	1 2 3 4 5	
8	What would you say are your best qualities when it comes to a day porter role?	1 2 3 4 5	
9	Are there any challenges you think will be difficult to manage in this role?	1 2 3 4 5	
10	What steps do you take to ensure excellent customer service in your day porter role?	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.