

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DOCUMENT PROCESSOR

1	What experience do you have in document processing?	12345	
2	How well do you understand different file formats (PDF, Word, etc.)?	12345	
3	Are you familiar with OCR technology?	12345	
4	How comfortable are you using software to process documents?	12345	
5	Have you ever handled large sets of data or records for document processing tasks?	12345	
6	Can you tell me about a successful project where your work was instrumental in achieving the desired result?	12345	
7	What techniques do you use to locate and extract information from documents quickly and accurately?	12345	
8	Are you familiar with tools such as Adobe Acrobat or Word to work on documents?	12345	
9	How comfortable are you working with automation for document processing tasks?	12345	
10	Do you have experience in developing document processing procedures that can be used multiple times?	12345	
11	How do you prioritize tasks and plan your work when processing a large document set?	12345	
12	What challenges have you faced while working on document processing projects in the past?	12345	
13	Tell me about a time when you had to troubleshoot an issue related to document processing. How did you address it?	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	

CRITERIA	SCORE (1-5)	NOTES
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.