

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · DOCUMENTATION SPECIALIST

1	What is your experience in document management?	12345	
2	What qualifications do you have for the role of Documentation Specialist?	12345	
3	How comfortable are you with modern software systems such as Microsoft Office and Adobe Creative Suite?	12345	
4	Can you provide examples of documentation that you have created or edited previously?	12345	
5	Are there any areas related to document management that need improvement, based on your current knowledge and experience?	12345	
6	How familiar are you with industry regulations regarding documentation standards and protocols?	12345	
7	Are you familiar with document control systems and other related tools?	12345	
8	Are you able to manage projects, ensuring that documents are maintained in a timely manner?	12345	
9	Are you able to work independently or do you prefer to collaborate with others on documentation tasks?	12345	
10	Are you willing to learn new software programs and techniques in order to stay up-to-date with industry standards?	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	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	

CRITERIA

SCORE (1-5) NOTES

Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.