

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · EDITOR

1	What qualifications and experience do you possess in editing?	12345	
2	How would you approach editing a document?	12345	
3	What strategies do you use to ensure accuracy and consistency in your work?	12345	
4	How do you handle deadlines and time pressure when editing?	12345	
5	What challenges have you faced during your career as an editor?	12345	
6	How do you stay up-to-date with the latest editing software and practices?	12345	
7	What would you say are your strengths and weaknesses when it comes to editing?	12345	
8	What type of feedback do you usually give to authors?	12345	
9	How do you deal with conflictual situations with authors?	12345	
10	What do you think is the most crucial skill for an editor to possess?	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	
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.