avaHR

Editorial Assistant Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · EDITORIAL ASSISTANT

1	What is your editorial experience?	① ② ③ ④ ⑤	
2	What are some of the publications you've worked for?	① ② ③ ④ ⑤	
3	Can you describe your writing process?	① ② ③ ④ ⑤	
4	How do you feel about working with authors/reviewers?	① ② ③ ④ ⑤	
5	Do you have a strong understanding of grammar and punctuation rules?	① ② ③ ④ ⑤	
6	Can you proofread and edit documents quickly and accurately?	① ② ③ ④ ⑤	
7	What methods do you use to stay organized and not miss deadlines?	① ② ③ ④ ⑤	
8	What is your experience with copyediting software?	① ② ③ ④ ⑤	
9	Do you have any experience managing or working on multiple projects simultaneously?	① ② ③ ④ ⑤	
10	Have you helped manage any extensive editorial or publishing projects in the past?	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.