

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EMBROIDERY MACHINE OPERATOR

1	What experience do you have operating an embroidery machine?	1 2 3 4 5	
2	Are you familiar with the types of stitches an embroidery machine can produce?	1 2 3 4 5	
3	How comfortable are you working with computers to input designs?	1 2 3 4 5	
4	What is the most challenging part of the embroidery machine operator job?	1 2 3 4 5	
5	Are you familiar with the specific software?	1 2 3 4 5	
6	Have you ever had trouble threading an embroidery machine? If so, describe the issue.	1 2 3 4 5	
7	What is your favorite thing to sew on an embroidery machine?	1 2 3 4 5	
8	Can you tell me when you had to troubleshoot a problem with an embroidery machine and how you fixed it?	1 2 3 4 5	
9	What do you do if an embroidery design isn't stitching out correctly?	1 2 3 4 5	
10	Do you have any experience digitizing embroidery designs? If so, can you show me an example of a design you created?	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.