

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ENROLLMENT SPECIALIST

1	What experience do you have as an enrollment specialist?	12345	
2	How familiar are you with the enrollment software we use?	12345	
3	How do you handle multiple tasks at once?	12345	
4	What type of challenges have you faced while helping potential students enroll in school?	12345	
5	How would you describe your customer service skills and handling tough questions from prospective students?	12345	
6	Describe how you keep organized when dealing with multiple applications.	12345	
7	How do you ensure accuracy when reviewing student applications?	12345	
8	What strategies have you employed to engage and assist potential students through the enrollment process?	12345	
9	Have you ever provided training or guidance to other enrollment specialists? If so, what did that look like?	12345	
10	Describe your experience with customer relations management systems. Do you have any related certifications or qualifications?	12345	
11	What is your experience with data tracking, analysis, and reporting?	12345	
12	How have you worked to improve the overall enrollment process?	12345	
13	How would you prioritize tasks and ensure that all deadlines for applications are met?	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	

CRITERIA	SCORE (1-5)	NOTES
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.