

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ESCROW ASSISTANT

1	What challenges have you faced in the escrow process and how did you resolve them?	1 2 3 4 5	
2	Describe a successful escrow transaction that you handled.	1 2 3 4 5	
3	Are there any laws or regulations related to escrows that are important to know?	1 2 3 4 5	
4	How would you handle an uncompleted closing, such as one where the buyer significantly undervalued the property or was unable to close on time?	1 2 3 4 5	
5	Do you keep detailed records of all transactions for easy reference later on?	1 2 3 4 5	
6	How do you communicate with clients during the escrow process?	1 2 3 4 5	
7	Are there any additional services that you provide to help buyers and sellers during an escrow transaction?	1 2 3 4 5	
8	What systems and processes do you use to ensure accuracy and compliance in each transaction?	1 2 3 4 5	
9	How do you handle funds during an escrow process?	1 2 3 4 5	
10	What other tools and resources do you use to facilitate a successful escrow process?	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	

CRITERIA

SCORE (1-5) NOTES

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.