

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

INTERVIEW QUESTIONS · ESCROW OFFICER

1	What experience do you have working as an Escrow Officer?	1 2 3 4 5	
2	How would you handle coding and recording documents in multiple counties?	1 2 3 4 5	
3	Can you explain the process of preparing a settlement statement?	1 2 3 4 5	
4	What customer service skills would you bring to this role?	1 2 3 4 5	
5	How do you ensure accuracy and compliance with escrow regulations?	1 2 3 4 5	
6	Are you familiar with local, state, and national escrow laws and regulations?	1 2 3 4 5	
7	How would you develop a good working relationship with other parties involved in the transaction?	1 2 3 4 5	
8	How do you handle a difficult customer situation?	1 2 3 4 5	
9	What strategies do you use for staying organized and avoiding errors?	1 2 3 4 5	
10	How would you use technology to streamline the settlement process?	1 2 3 4 5	
11	Are you comfortable working with multiple deadlines at once?	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.