

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EXECUTIVE ADMINISTRATIVE ASSISTANT

1	What specific administrative tasks have you handled in the past?	1 2 3 4 5	
2	Describe your experience scheduling and managing meetings.	1 2 3 4 5	
3	How do you prioritize tasks to stay organized?	1 2 3 4 5	
4	How comfortable are you using different software programs such as Excel, Word, and PowerPoint?	1 2 3 4 5	
5	Have you ever worked remotely? If so, what strategies did you use to stay organized and on task?	1 2 3 4 5	
6	What challenges have you encountered while working as an Executive Administrative Assistant in the past? How did you handle them?	1 2 3 4 5	
7	Are there any times when you proactively took on additional responsibility as an Executive Administrative Assistant?	1 2 3 4 5	
8	Describe a successful project you've managed in your role as an Executive Administrative Assistant.	1 2 3 4 5	
9	How do you handle stressful situations while on the job? Give an example.	1 2 3 4 5	
10	Are there any other qualities or skills that you think are important for a successful Executive Administrative Assistant?	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.