

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · EXECUTIVE ASSISTANT

1	What experience do you have as an executive assistant?	1 2 3 4 5	
2	What is your typical day like?	1 2 3 4 5	
3	Can you provide me with a few examples of tasks you would be responsible for as an executive assistant?	1 2 3 4 5	
4	How well do you handle multitasking?	1 2 3 4 5	
5	What type of personality do you think would excel in this position?	1 2 3 4 5	
6	Do you have excellent written and verbal communication skills?	1 2 3 4 5	
7	Can you provide me with a few examples of how you would handle a difficult situation?	1 2 3 4 5	
8	What do you think are the key attributes of a successful executive assistant?	1 2 3 4 5	
9	What is your experience with Microsoft Office?	1 2 3 4 5	
10	How do you stay organized under pressure?	1 2 3 4 5	
11	What is your experience with customer service?	1 2 3 4 5	
12	Can you handle last-minute changes or requests?	1 2 3 4 5	
13	Can you work independently with little supervision?	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	

CRITERIA

SCORE (1-5) NOTES

Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

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.