

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · FIELD REPRESENTATIVE ASSISTANT

1	What experience do you have as a Field Representative Assistant?	1 2 3 4 5	
2	How would you handle customer service inquiries?	1 2 3 4 5	
3	Tell me about the most complex project that you've worked on as a Field Representative Assistant.	1 2 3 4 5	
4	What strategies do you use to motivate others and build team spirit?	1 2 3 4 5	
5	How comfortable are you working with tight deadlines?	1 2 3 4 5	
6	What kind of software and tools are you familiar with for this role?	1 2 3 4 5	
7	How do you ensure accuracy in your work?	1 2 3 4 5	
8	What strategies have you used to build relationships with clients?	1 2 3 4 5	
9	Tell me about a time when you went above and beyond what was asked of you.	1 2 3 4 5	
10	What have you done to stay up-to-date with industry trends?	1 2 3 4 5	
11	How do you handle difficult customers?	1 2 3 4 5	
12	What strategies do you use to protect confidential information?	1 2 3 4 5	
13	How would you handle a customer complaint or dispute?	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.