

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · FIELD REPRESENTATIVE

1	Can you describe your previous experience as a Field Representative and how it has prepared you for this role?	1 2 3 4 5	
2	Describe a time when you faced a challenging situation in the field and how you resolved it.	1 2 3 4 5	
3	How do you familiarize yourself with the products or services you are representing?	1 2 3 4 5	
4	How do you handle rejection or objections from potential clients or customers?	1 2 3 4 5	
5	How do you plan and prioritize your visits to different parts of your assigned territory?	1 2 3 4 5	
6	Can you give an example of a time when you successfully built a long-term relationship with a difficult client or retailer?	1 2 3 4 5	
7	How do you ensure that the feedback and data you collect in the field are accurately communicated to the company?	1 2 3 4 5	
8	The field environment is often dynamic and unpredictable. How do you adapt to sudden changes or challenges in your daily routine?	1 2 3 4 5	
9	Given that products, services, and market trends evolve, how do you keep yourself updated and ensure that you're always presenting the most relevant information to clients?	1 2 3 4 5	
10	What motivates you in a field role, especially on days when things don't go as planned?	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	

CRITERIA	SCORE (1-5)	NOTES
Communication Team building and communication skills.	① ② ③ ④ ⑤	<div></div> <div></div>
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	<div></div> <div></div>
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	<div></div> <div></div>

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.