

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · FILE CLERK

1	What experience do you have organizing files?	1 2 3 4 5	
2	How would you go about creating a filing system for our office?	1 2 3 4 5	
3	Can you tell me a little bit about your experience retrieving files?	1 2 3 4 5	
4	Do you have any experience with Microsoft Office or other software that may be helpful in this role?	1 2 3 4 5	
5	What do you think are the most important qualities for a successful File Clerk?	1 2 3 4 5	
6	How do you maintain a filing system?	1 2 3 4 5	
7	Can you describe your experience dealing with paperwork?	1 2 3 4 5	
8	Do you have any experience working in an office environment?	1 2 3 4 5	
9	How would you deal with a situation where you had to retrieve a file that was misplaced?	1 2 3 4 5	
10	What is your experience dealing with customer inquiries?	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.